

<b>Name of Policy</b>	<b>Salary Packaging Policy</b>
<b>Description of Policy</b>	This policy covers the provision for Salary Packaging at ACU.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> ) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
<b>Policy Status</b>	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	

<b>Approval Authority</b>	Vice-Chancellor
<b>Governing Authority</b>	
<b>Responsible Officer</b>	Director, Human Resources

<b>Approval Date</b>	28 August 2007
<b>Effective Date</b>	
<b>Date of Last Revision</b>	
<b>Date of Policy Review*</b>	

\* Unless otherwise indicated, this policy will still apply beyond the review date.

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	
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## **1. Background Information**

This policy has been developed in support of Salary Packaging for staff at ACU.

## **2. Policy Statement**

Salary packaging enables staff to receive part of their income in the form of benefits rather than receiving it all as salary to potentially maximise 'take home' remuneration. Salary packaging is entirely voluntary and is subject to eligibility.

## **3. Policy Purpose**

The purpose of this policy is to inform staff of the arrangements and conditions associated with salary packaging at ACU.

## **4. Application of Policy**

### **4.1 Eligibility**

- 4.1.1** Salary packaging is entirely voluntary. If staff choose not to participate, they will continue receiving 100% of their remuneration as net (after tax) salary plus superannuation.
- 4.1.2** Salary packaging benefit items with the University salary packaging provider is available to all continuing staff, and to fixed-term staff employed for a contract period of more than 12 months and paid through the University's payroll system.
- 4.1.3** Salary packaging the benefit item of superannuation is available to all employees and will be facilitated by the University, if permitted by the staff member's fund. Casual staff may be eligible to contribute to superannuation to the employer nominated fund. Provisions on salary packaging superannuation in line with this clause are covered within the University Policy on Superannuation.

### **4.2 Salary and the Effect of Salary Packaging on other Entitlements**

- 4.2.1** Salary for the purpose of salary packaging is a staff member's substantive base salary. The salary for packaging purposes does not include any higher duties allowance, overtime, shift penalties, leave entitlements, or any other salary based allowances.
- 4.2.2** Superannuation and annual leave loading will be calculated on an amount equal to the employee's base salary (before any salary packaging) and any eligible salary based allowances.

## 4.3 Salary Packaging with the University Salary Packaging Provider

### 4.3.1 Participation in Salary Packaging with the University Salary Packaging Provider

**4.3.1.1** It is a requirement that all staff members seek independent financial advice before entering into salary packaging arrangements with the University salary packaging provider to ensure they have a proper understanding of the terms and conditions and the effects these arrangements can have on their personal financial circumstances. This advice may be obtained either from the staff member's personal financial adviser or from an accredited and trained remuneration consultant with the University salary packaging provider. Staff members choosing to enter into the scheme are required to provide verification of financial planning signed by either their accountant, or financial adviser.

**4.3.1.2** The University will allow staff to access the following benefit items for salary packaging purposes:

#### **Category A (FBT Exempt) Benefit Items**

- Personal Portable Computers – Notebook / Laptop
- Car Parking
- Superannuation (must be a complying fund)
- Financial Counselling Fees
- Salary Packaging Administration Fees

#### **Category B (Concessionally Taxed) Benefit Items**

- Motor Vehicle (for private use) by way of the available range of Novated Leases from the University salary packaging provider

#### **Category C (Full FBT) Benefit Items**

- Own Home Mortgage Payments
- Private Home Rental Payments
- Amounts payable on or amounts already paid off credit cards (not debit cards)

The University reserves the right to add or remove an item at any time, in order to comply with relevant changes in legislation, and the changing needs of staff.

**4.3.1.3** Staff are free to request those benefits that the University has made available that best suit their personal and financial circumstances.

**4.3.1.4** Management of the salary packaging account is directly between the staff member and the University salary packaging provider.

**4.3.1.5** Any direct costs associated with salary packaging arrangements will be met by the staff member.

**4.3.1.6** Any increment or increase in salary awarded during the package year is to be taken as a salary component of the package.

- 4.3.1.7** Staff members will be provided with all the relevant information relating to their FBT account for the purposes of lodging their individual tax return.
- 4.3.1.8** In the event of any increase in taxation payable by the University, including Fringe Benefits Tax (FBT) or any tax equivalent, the University will pass on such costs to the staff member by deducting it from the staff member's salary, and where necessary utilising the University's overpayment procedures. Any recovery required must be finalised upon the termination of a staff member from salary packaging.
- 4.3.1.9** In the event of any Input Tax Credit (ITC) being credited to the University, the University will pass on 60% of the benefit, reviewed annually, in the form of salary to the staff member. The total cost of salary packaging is cost neutral to the University and all costs are borne by participating staff members.

#### **4.3.2 Changing the Salary Package**

- 4.3.2.1** A staff member may request changes to the structure of the agreed salary package to occur in the following circumstances:
- At the anniversary of the package year. This is unique to each staff member.
  - To prepare for the beginning of a new package year (1st April) or to make general changes, including adding a new benefit item or replacing an existing benefit item.
  - Where a lease arrangement expires.
  - In exceptional circumstances by agreement between the staff member and the University and with the approval of the package administrator. The package administrator may charge the employee a fee for such a change.

#### **4.3.3 Terminating the Salary Package**

- 4.3.3.1** A staff member may terminate their salary packaging arrangements with the University salary packaging provider at any time, with a period of notice no less than 6 weeks.
- 4.3.3.2** Staff members who choose to exit the salary packaging scheme with the University salary packaging provider, are still liable for any obligations that have been made. The University accepts no liability in relation to non-payment of a debt/commitment incurred by a staff member under salary packaging arrangements.

#### **4.3.4 Cessation of Employment or Change in Employment Circumstances at ACU**

**4.3.4.1** Where a staff member ceases employment with the University, the staff member is responsible for notifying the salary packaging administrator of the effective date of cessation of employment with the University. The staff member is still liable for any obligations that have been made and the University accepts no liability in relation to non-payment of a debt/commitment incurred by a staff member under salary packaging arrangements.

**4.3.4.2** A staff member's termination and the payment of final monies will be withheld until the salary package is finalised.

**4.3.4.3** It is the staff member's responsibility to immediately notify the package administrator in the event that the staff member's employment circumstances at the University change for whatever reason. Such reasons may include, but are not limited to the following:

- Cessation of employment at the University, for whatever reason;
- Appointment to a position outside the University;
- Commencement of unpaid leave of any form;
- Suspension of employment without pay;
- Transferring from full-time employment to part-time or casual employment;
- Transferring from part-time employment to full-time or casual employment;
- Commencing leave at half pay;
- Taking up the option of a pre-retirement fixed-term contract or a fixed-term retirement transition contract;
- Commencing workers compensation payments and choosing to cease salary packaging arrangements while receiving workers compensation payments.

Such notification is required prior to the event wherever possible. It may also be necessary for a staff member to obtain updated independent financial advice regarding the effect of reduced salary on salary packaging arrangements.

#### **4.3.5 Salary Packaging and Fringe Benefits Tax (FBT)**

**4.3.5.1** The Income Tax Assessment Act 1936 and 1997 (ITAA) and the Fringe Benefits Tax Assessment Act (FBTAA) regulate and define the types of benefits the University can provide to their staff members and the relevant tax payable on such benefits. These arrangements may change from time to time.

**4.3.5.2** FBT ensures that tax is paid on benefits that are provided in place of, or in addition to, salary or wages of staff members unless the benefit is exempt from FBT.

**4.3.5.3** FBT is payable by the University and is assessed on the value of fringe benefits provided to staff members or their associates (third

parties). Under these arrangements the cost of the FBT liability will be passed on to the staff member.

## 5. Approvals

Participation in salary packaging of benefit items with the University salary packaging provider is subject to the eligible staff member entering into a salary packaging agreement with the University salary packaging provider.

## 6. Procedures

### 6.1 Salary Packaging Superannuation for Employees

**6.1.1** Staff members electing to salary package superannuation with an existing fund, where allowed, should complete the relevant form and submit it to the Human Resources at Mount Saint Mary Campus.

### 6.2 Salary Packaging Benefit Items with the University Salary Packaging Provider

**6.2.1** Staff members are required to read the Selectus Rebatable Employee Information Manual prior to entering into salary packaging arrangements with the University salary packaging provider.

**6.2.2** Staff members are required to obtain a letter confirming employment and base salary from Human Resources prior to meeting with a representative of the University salary packaging provider to construct a salary package.

**6.2.3** Staff members may then contact the University salary packaging provider to set up a salary package.

**6.2.4** Staff members are required to seek and provide evidence of independent financial advice before entering into salary packaging arrangements with the University salary packaging provider.

**6.2.5** The University salary packaging provider will provide advice to Human Resources in relation to the commencement, alteration or cessation of fortnightly salary packaging deductions.

**6.2.6** The University or package administrator will pay packaged items to third parties or reimburse employees as agreed using Electronic Funds Transfer.

**6.2.7** At the conclusion of each FBT year (31st March) the University salary package provider will conduct reconciliation between the amount of FBT provision debited and the actual FBT liability incurred for each staff member and advise the University of the outcome and any necessary actions that need to occur such as:

- Should there be a surplus balance in the staff member's FBT account, the University will pay the surplus to the staff member subject to PAYG tax.

- If there are insufficient funds in the staff member's FBT account to meet the FBT liability, then the following steps are followed:
  1. If there are funds available from any Input Tax Credit owing to the staff member, the amount will be used to meet the FBT liability.
  2. If there are enough funds in the staff member's package account to cover the entire shortfall, the appropriate amount will be transferred, at the request of the staff member, from the package account to the FBT liability.
  3. If there are insufficient funds in the staff member's package account to meet the entire deficit in the FBT account, the available funds will be transferred, at the request of the staff member, from the package account. The recovery of the remaining FBT deficit will be initiated in accordance with the University's overpayments procedure.
  4. The staff member will be notified of the FBT account deficit and of the appropriate course of action to be followed.

## **7. Policy Review**

The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Human Resources Advisory Service.

## **8. Further Assistance**

- 8.1** If a staff member wishes to commence salary packaging with the University salary packaging provider they should contact the salary packaging provider. Staff wishing to obtain further information on the salary packaging policy should consult the Human Resources Consultant who is responsible for the campus on which this staff member works.
- 8.2** Staff wishing to obtain further information on salary packaging superannuation should first consult the ACU Superannuation Officer. Should further advice be required staff should contact their relevant superannuation Fund.