

Name of Policy	Income Maintenance Policy
Description of Policy	This policy outlines the arrangements for income maintenance for Professional Staff.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	30 July 2008
Effective Date	30 July 2008
Date of Last Revision	25 January 2019
Effective Date of Last Revision	25 January 2019
Date of Policy Review*	25 January 2022

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

Related Policies, Procedures, Guidelines and Local Protocols	ACU Staff Enterprise Agreement 2017 - 2021
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1. Background Information

This policy has been developed to outline the arrangements for income maintenance for Professional Staff who have been redeployed, become “unattached” (as defined in the Australian Catholic University Staff Enterprise Agreement 2017 – 2021), or otherwise placed into a position classified at a lower Higher Education Worker (HEW) level.

2. Policy Statement

The University recognises that there may be variations to employment circumstances which result in a Professional Staff member being redeployed or confirmed into a position which is classified at a lower HEW level.

3. Policy Purpose

This policy outlines the arrangements to be undertaken for the provision of income maintenance for Professional Staff.

4. Application of Policy

This policy applies to all continuing and fixed-term Professional Staff members.

5. Procedures

A Professional Staff member who has been redeployed into a position classified at a lower HEW level than the position which was made redundant by the University shall continue to receive salary equivalent to that of the redundant position for a period of no more than 12 months from the date of redeployment. After this date they will receive the salary applicable to the classification of the position into which they have been redeployed.

A Professional Staff member who is the current incumbent of an existing position which has been classified at a lower HEW level shall continue to receive salary equivalent to that of the previous classification of the position for a period of no more than 12 months from the date of the new classification. After this date they will receive the salary applicable to the new classification of the position.

A Professional Staff member who becomes “unattached” and who has been placed into a position classified at a lower level than the position they occupied prior to being “unattached” shall continue to receive salary equivalent to that of the position they occupied prior to being “unattached” for a period of no more than 12 months from the date of placement. After this date they will receive the salary applicable to the position into which they have been placed.

During the period of income maintenance, the staff member will be placed in the position at the top incremental step of the lower classification level, and they will continue to receive equivalent salary to that of the higher graded position, which will be considered as salary for all other purposes. Staff members will cease to receive any special loadings and/or allowances which were peculiar to the previous position that are not applicable to the new position.

6. Approvals

All decisions in relation to the application of this policy must be in accordance with the Delegations of Authority Policy and Register.

7. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
25 January 2019	Editorial	Updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

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 Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).