<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Salary Flexibility Policy</th>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy provides enhanced flexibility arrangements to meet critical and specific organisational requirements for the attraction and retention of staff.</td>
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<tr>
<td>Policy applies to</td>
<td>☒ University-wide</td>
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<tr>
<td></td>
<td>☐ Specific (outline location, campus, organisational unit etc.)</td>
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<tr>
<td></td>
<td>☒ Staff Only ☐ Students Only ☐ Staff and Students</td>
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<tr>
<td>Policy Status</td>
<td>☐ New Policy ☒ Revision of Existing Policy</td>
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<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Vice-Chancellor and President</th>
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<tbody>
<tr>
<td>Governing Authority</td>
<td>Chief Operating Officer</td>
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<tr>
<td>Responsible Officer</td>
<td>Director, Human Resources</td>
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<thead>
<tr>
<th>Approval Date</th>
<th>3 December 2007</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>3 December 2007</td>
</tr>
<tr>
<td>Date of Last Revision</td>
<td>1 July 2019</td>
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<tr>
<td>Effective Date of Last Revision</td>
<td>1 July 2019</td>
</tr>
<tr>
<td>Date of Policy Review*</td>
<td>May 2022</td>
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* Unless otherwise indicated, this policy will still apply beyond the review date.

| Related Policies, Procedures, Guidelines and Local Protocols | Incremental Progression and Salary Review for Professional Staff |
1. **Background Information**

   This policy has been developed in support of the Salary Flexibility provision as set out in the ACU Staff Enterprise Agreement 2017 – 2021 (the Agreement).

2. **Policy Statement**

   Salary flexibility enables the University to, at its absolute discretion, pay rates in excess of those prescribed in the Agreement in order to meet a range of needs peculiar to each position, which may include market or salary matching to attract and retain staff, and to ensure organisationally critical roles are filled to meet highly specific operational and strategic requirements of the University.

3. **Policy Purpose**

   The policy informs staff members of the conditions applicable to the payment of salary loadings of up to 20% under the Delegations of Authority Policy and Register and the consideration of an additional fixed salary allowance upon the Vice-Chancellor and President’s approval.

4. **Application of Policy**

   4.1 **Professional Staff Higher Education Worker (HEW) Level 1 to 9 and Academic Staff Level A to E**

   A salary loading up to a nominated percentage of 20% can be considered for Professional Staff HEW Levels 1 to 9 and Academic Staff Level A to E where:

   - the person brings to the organisation a higher level of experience and qualifications;
   - there is a need to market or salary match; and/or
   - in order to attract or retain staff.
An additional fixed salary allowance may be considered, taking into account
the above and that the circumstances related to the role and the person who
is/will be performing the role are extraordinary and:

- the tasks performed by the individual are of a strategic or mission
  focussed nature; or
- the role is highly complex in design.

In both options the recommending officer will need to consider whether the
period of the salary loading and/or the additional fixed salary allowance should
be of a set duration, and reviewed or ongoing.

Both the salary loading and any additional fixed salary allowance are
superannuable.

4.2 Professional Staff to HEW Level 10

Professional staff holding a salary loading upon successful placement to HEW
Level 10:

i. through a classification review; or
ii. a recruitment and selection process; or
iii. an Expression of Interest process;

will have their salary loading cease. Placement will be made to the closest
base salary which results in a salary increase. Eligibility to move will be at
minimum 12 months from the date of appointment, with performance review,
recommendation of the Executive Member Submit, who advises the Director
Human Resources, who will discuss with the Chief Operating Officer. This
process is consistent with the approach to remuneration outlined in the Senior
Executive, Executive and Senior Management Remuneration and Position
Title Policy.

HEW Level 10 Base 1 to 6 are not increments and incremental progression is
not available to Professional Staff HEW Level 10.

5. Approvals

A recommendation for a salary loading of up to 20% for Professional Staff HEW
Level 1 to 9 and Academic Staff Level A to E can be approved by the relevant Member of
the Senior Executive as defined in the Delegations of Authority Policy and Register.

Any consideration of above base salary of Professional Staff HEW Level 10 requires
consultation with, and the advice of, the Director Human Resources, who will discuss
with the Chief Operating Officer.

An additional fixed salary allowance is subject to the endorsement of a Member of the
Senior Executive as defined in the Delegations of Authority Policy and Register, with
the prior advice of the Director, Human Resources, and the final approval of the Vice-
Chancellor and President.
6. Procedure

A recommendation for a salary loading of a Professional Staff HEW Level 1 to 9 or an Academic Staff Level A to E detailing the reasons for the request will be made as per the Delegations of Authority Policy and Register and forwarded to the relevant Member of the Senior Executive for approval.

A recommendation for an additional salary allowance on top of a 20% salary loading is to be forwarded to a Member of the Senior Executive for endorsement and the advice of the Director, Human Resources, before approval is considered in extraordinary circumstances by the Vice-Chancellor and President.

In preparing a recommendation for the Vice-Chancellor and President's approval the organisational unit will have considered:

- the extraordinary nature of the person's capability set and experience;
- the criticality of the position;
- that no other person can reasonably be expected to perform the role; and
- market comparability and internal relativities.

Recommendations for a salary loading of a Professional Staff HEW Level 1 to 9 or an Academic Staff Level A to E is made using the “My Forms” option on “Staff Connect”.

7. Revisions made to this Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
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<tbody>
<tr>
<td>17 Dec 2012</td>
<td>Major</td>
<td>Updated to provide enhanced flexibility arrangements to meet critical and specific organisational requirements for the attraction and retention of staff to positions.</td>
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<tr>
<td>3 April 2019</td>
<td>Editorial</td>
<td>Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021 and Service Central.</td>
</tr>
<tr>
<td>1 July 2019</td>
<td>Major</td>
<td>Clarifies staff eligibility for a salary loading with the introduction of the Professional Staff Higher Education Worker Level 10 classification.</td>
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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.