

Name of Policy	Salary Flexibility Policy
Description of Policy	This policy will provide enhanced flexibility arrangements to meet critical and specific organisational requirements for the attraction and retention of staff to positions.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (outline location, campus, organisational unit etc.) <hr/>
	<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	3 December 2007
Effective Date	3 December 2007
Date of Last Revision	3 April 2019
Effective Date of Last Revision	3 April 2019
Date of Policy Review*	3 April 2022

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

Related Policies, Procedures, Guidelines and Local Protocols	
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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

A salary loading up to a nominated percentage of 20% can be considered 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 or 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.

5. Approvals

A recommendation for a salary loading of up to 20% can be approved a Member of the Senior Executive as defined in the Delegations of Authority Policy and Register.

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 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.

7. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
17 Dec 2012	Major	Updated to provide enhanced flexibility arrangements to meet critical and specific organisational requirements for the attraction and retention of staff to positions.
3 April 2019	Editorial	Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021 and Service Central.

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](#).