

# Remuneration - Counter Offer Procedure

## Section 1 - Purpose / Objectives

(1) This procedure establishes:

- a. When and how a counter offer can be made.
- b. Processes and guidelines for managers for making counter offers.

## Section 2 - Scope / Application

(2) This procedure applies to all University staff making or receiving a counter offer.

## Section 3 - Definitions

(3) Nil

## Section 4 - Policy Statement

(4) See [Remuneration Policy](#) .

## Section 5 - Procedures

(5) The making of a counter offer is a retention strategy intended to be used in exceptional and limited circumstances as a means to retain key talent in areas of critical strategic importance.

(6) Eligibility:

- a. All current staff employed under a fixed-term or continuing appointment with the University, who can produce evidence of a genuine offer of employment external to the University.

## Part A - Roles and Responsibilities

Role	Responsibilities
Employee	Provide evidence of a genuine offer of employment external to the University.
Supervisor / Manager	Determine whether the staff member is eligible for a counter offer and whether it is applicable.
Delegated Officer	Assess the request with consideration to the factors outlined in clause (7) below. Authorise the Counter Offer for processing by People & Culture. (Note, all academic positions require the VC or nominee to approve the recommendation).
Vice Chancellor	Delegated Officer to approve Counter Offer for academic staff.

Role	Responsibilities
People & Culture	Provide advice regarding the applicable remuneration in a counter offer situation. Ensure compliance to procedure and process authorised counter offer.

## Part B - Procedure

(7) The supervisor/manager's request for a counter offer should be recommended via a memo outlining the reasons for making a counter offer and include the following documentation:

- a. evidence of the employee's external offer of employment;
- b. evidence of benchmarked remuneration or other terms and conditions of employment for comparable positions in the employment market and sector;
- c. for Academic Staff, evidence of meeting the Minimum Standards for Academic Levels or VU Standards for Academic Levels;
- d. a copy of the employee's current curriculum vitae;
- e. a copy of the current Position Description;
- f. details of how any costs associated with the counter offer are to be funded.

(8) The content of a counter offer may include, but is not limited to, such items as;

- a. Remuneration (classification level increment, salary loading, performance bonus);
- b. Benefits (study assistance, research assistance);
- c. Conditions (eg. flexible working arrangements).

\* Salary loadings must be consistent with the conditions detailed in the Salary Loading Procedure .

(9) The delegated authority to approve a counter offer is detailed in the [Delegations and Authorisations Policy](#). In determining whether a counter offer may be made, the delegated officer needs to consider the following factors:

- a. the qualifications and competency of the employee;
- b. the performance of the employee;
- c. whether the employee possesses rare, unique or highly specialised skills, knowledge or expertise;
- d. whether the employee is highly critical to the achievement of business outcomes;
- e. whether loss of the employee would significantly disadvantage the organisation in the medium to long term;
- f. whether the employee is from an identifiable equity target group or is otherwise critical to the achievement of the University's equity and diversity commitments.

(10) Authorisation of the counter offer is subject to the following conditions:

- a. the offer will not cause the University to breach any relevant legislation or Policy, and
- b. the offer does not include any terms or conditions of employment that are not provided for under the University's Policies and Procedures or the relevant employment agreement.

(11) A counter offer will be made through the provision of a formal offer of employment and acceptance facilitated through the provision of a Letter of Offer, issued in accordance with the Delegations and Authorisations Policy .

# Section 6 - Guidelines

(12) Nil

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	8th April 2016
<b>Review Date</b>	30th June 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	23rd March 2016
<b>Expiry Date</b>	Not Applicable
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