

# Remuneration and Benefits Policy

## Section 1 - Purpose / Objectives

(1) This policy is intended:

- a. To provide appropriate and competitive conditions of employment regarding remuneration and reward incentives to University staff.
- b. To provide guidance to University managers to ensure the consistent and equitable application of remuneration and reward processes and practices.
- c. To ensure Victoria University is competitive within the sector regarding remuneration and reward benefits for staff.
- d. To ensure gender pay equity.

## Section 2 - Scope / Application

(2) This policy applies to:

- a. All staff across the University employed under Victoria University Enterprise Agreement 2013, Victorian TAFE Teaching Staff Multi-Business Agreement 2009, Senior Staff Contracts (SSC) and Executive Contracts.

(3) Any exceptions/exclusions are detailed in the relevant procedures.

(4) This policy does not apply to:

- a. Independent contractors, students, Council Members, honorary or visiting academics and volunteers.

## Section 3 - Definitions

(5) Nil

## Section 4 - Policy Statement

(6) Victoria University seeks to ensure an appropriate, consistent and equitable approach to remuneration and benefits for all staff.

(7) This policy provides the framework for remuneration and employee benefits available to staff and details, via procedures, the opportunities available to support this.

(8) The University's remuneration principles are:

- a. Remuneration levels and reward benefits are set against work value and classification standards which are recognised as the underlying elements for determining remuneration.

- b. Remuneration salary scales will be determined through the enterprise bargaining process for all professional, academic and TAFE staff.
- c. Staff on SSC's or Executive contracts will have their remuneration reviewed on an annual basis unless stated otherwise in their contract of employment.
- d. Relevant best practice standards, industry benchmarking, the competitive environment, gender equity and internal relativity considerations will inform remuneration and reward.
- e. Remuneration and reward offerings will be sufficiently flexible to meet the needs of the individual staff member and the University. The relevant supporting procedures details the opportunities available.

## Section 5 - Procedures

- (9) [Remuneration - Counter Offer Procedure](#)
- (10) [Remuneration - Salary Loadings Procedure](#)
- (11) [Remuneration - Performance Bonus Procedure](#)
- (12) [Remuneration - Senior Leadership Position Classification Procedure](#)
- (13) [Remuneration - Annual Remuneration Review Procedure](#) (for staff employed on Executive and Senior Staff Contracts of employment)

## Section 6 - Guidelines

- (14) Nil

## Section 7 - References

- (15) This policy is required as a means to ensure Victoria University meets statutory obligations regarding relevant legislation and certified agreements as specified below:
  - a. Fair Work Act (Cth) 2009
  - b. Victoria University Enterprise Agreement 2013
  - c. Victorian TAFE Teaching Staff Multi-Business Agreement 2009

- (16) [Delegations and Authorisations Policy](#)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th April 2016
<b>Review Date</b>	30th June 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	24th March 2016
<b>Expiry Date</b>	29th July 2019
<b>Accountable Officer</b>	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
<b>Responsible Officer</b>	Simone Wright Chief Human Resources Officer 9919 5447
<b>Enquiries Contact</b>	Simone Wright Chief Human Resources Officer 9919 5447 <hr/> People Experience and Services