

Remuneration, Recognition and Benefits

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1.0 Purpose

This policy provides the structure and principles that inform and directs the provision of remuneration, recognition and benefits to University employees.

2.0 Scope

This policy is applicable to all employees, both those who are engaged in employment under the operative University Enterprise Agreements (EA) and those engaged under Senior Staff or Executive contracts.

This policy does not apply to the engagement or compensation of non-employee such as consultants, contractors, honorary appointees or volunteers.

3.0 Policy Statement

Griffith University takes an appropriate, consistent and equitable approach to remuneration, recognition and benefits for all employees.

The University's approach to the provision of remuneration, recognition and benefits are based on the following principles:

- The University will remunerate an employee for all work that they perform for Griffith University in accordance with the relevant EA or Terms of their individual contract.
- Remuneration, recognition and benefits encourage, recognise and reward high performance employees and for their contribution to the overall success of the University.
- Remuneration and benefits comply with all relevant legislation, industrial requirements and obligations.
- Remuneration and benefits are set according to the University's strategic and operational objectives and requirements.
- Remuneration, recognition and benefit offerings will be sufficiently flexible to meet the operational demands of the University and consider the needs of the employee.
- Remuneration and benefits practices are based on a commitment to fairness and the promotion of gender pay equity. This includes ensuring the application of this policy and related procedures are executed without unconscious bias, stereotyping, and the University's commitment to diversity and inclusion.
- Remuneration aligns and reflects the work value and classification standards, as prescribed in the Enterprise Agreement.
- Relevant best practice standards, industry benchmarking, the competitive environment, gender equity and internal relativity considerations will inform remuneration and benefit strategies.

- Processes of remuneration management will be transparent, conducted in good faith and in accordance with appropriate levels of privacy and confidentiality.

3.1 Salary, Loadings and Allowances

The University will remunerate an employee in accordance with the relevant Salary that the position has been classified under the Enterprise Agreement (EA). The EA provides Classification Descriptors that describe the accountability, impact and expectations of a position.

Employees engaged under a Senior Staff Contract will have their positions benchmarked via an independent a work values framework, external market data and linked to the Griffith University Remuneration Framework.

Where an employee is temporarily or will be consistently performing work that is considered at a higher classification a Supervisor should consider the application of:

- Higher Duties Allowance
- Position Reclassification
- Position Allowance

Where an employee is considered a high performing or where there are market demands for key capabilities, a Supervisor should consider the application of a:

- Accelerated Increment
- Salary Loading (Merit, Retention or Market)

The Salary Loading Procedure outlines the specific criteria and application of the additional remuneration options available to managers to consider through the course of employment.

3.2 Benefits

Superannuation

The University's nominated default superannuation fund is UniSuper. If an employee does not choose an alternative complying fund to receive employer superannuation contributions, or the University is not otherwise required by law to make contributions to an alternative fund, the University will make contributions to UniSuper.

An employee may elect to reduce their superannuation contributions to the Superannuation Contribution Guarantee (SCG) Rate. This request is subject to advice from Human Resources via payroll@griffith.edu.au

Leave

The University provides through the relevant Enterprise Agreement a range of leave provisions to support and promote a positive work/life balance.

Salary Packaging and Salary Sacrifice

Salary Packaging and Salary Sacrifice services are available to Griffith employees, dependant on eligibility.

The University currently offers the following options:

- Motor vehicle (Novated lease)
- Laptop

- Mobile phone
- Airport lounge membership
- Staff Giving
- Relocation Services (Expenses, Temporary Accommodation and Home Sale or Acquisition Costs)

In addition, the University also provides salary sacrifice against the following on campus Services: that may also be salary sacrifice

- Parking
- Gym
- Childcare

Further advice can be provided by Human Resources via payroll@griffith.edu.au

3.3 Recognition and Reward

The University has a number of programs that recognise the contribution of our staff to the performance and progression of the University.

Recognition programs will occur at the Element and University level on an annual basis and may include events or programs such as Service Awards, Vice-Chancellor Awards (Teaching and Research) and access to Professional Development programs.

3.4 Senior Staff and Executive Contract Remuneration

Staff who are employed under Senior Staff or Executive Contracts will have their remuneration reviewed on an annual basis through the Senior Staff Remuneration Review via the People, Nomination and Remuneration Committee(PNRC) and Vice Chancellor's Staffing Committee.

The **Constitution for the PNRC** will govern the purpose and practice of remuneration for the Vice-Chancellor and Executive Group.

4.0 Roles, responsibilities and delegations

The Vice-Chancellor, or the relevant member of the Executive Group, or another person where specified in the Remuneration, Recognition and Benefits Salary Loading Procedure, has authority to approve remuneration amounts in accordance with this Policy.

Upon receipt of the appropriate written approval, Human Resources will provide the employee with written advice of changes to their remuneration package.

Human Resources will provide the Vice-Chancellor with an annual summary of allowances and loadings, the number of, and the reasoning for accelerated and/or multiple increments, approved under this Policy.

ROLE	RESPONSIBILITIES
VICE CHANCELLOR	<p>Approves Salary Loadings that are greater than 10% of the base salary.</p> <p>May authorise the cessation or variation in the payment of a salary loading at any time, irrespective of category.</p>

ROLE	RESPONSIBILITIES
PROVOST	<p>Approves Academic Salary Loadings for employees of up to, and including, 10% of the base salary.</p> <p>May authorise the cessation or variation in the payment of a salary loading at any time, irrespective of category</p>
EXECUTIVE GROUP MEMBER	<p>Approves Market Loadings for employees within their Element of up to 10% of the base salary.</p> <p>Approves Professional Staff Responsibility Allowance for employees within their Element of up to 15% of the base salary for a total period of up to six months.</p> <p>May authorise the cessation or variation in the payment of a salary loading at any time, irrespective of category.</p> <p>Approves Accelerated Increments.</p>
DEAN (ACADEMIC)	<p>Approves Academic Staff Higher Duties Allowance for employees within their Element.</p>
HEAD OF ELEMENT	<p>Approves Professional Staff Higher Duties Allowance for employees within their Element.</p> <p>Provides a recommendation of the type and amount of Salary Loading or Accelerated Increment as guided by this Procedure including seeking advice from Human Resources.</p> <ul style="list-style-type: none"> - May initiate a proposal for the payment of a salary loading
DIRECTOR, HUMAN RESOURCES	<p>Approves Professional Staff Responsibility Allowances greater than six months duration.</p> <p>Approves Pre-Retirement Contract offers.</p>
HUMAN RESOURCES	<p>Provides confidential and specialised Remuneration analysis and advice that is based on current market data and internal benchmarks</p> <p>Provides guidance and assistance to managers in determining and processing salary loadings.</p> <p>Prepares and records required contract variation documentation.</p> <p>Processes salary loading payments.</p>

5.0 Information

Title	Remuneration, Recognition and Benefits Policy
Document number	2024/0001081
Purpose	This policy provides the structure and principles that inform and direct the provision of remuneration, recognition and benefits to University employees.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 8: Decent Work and Economic Growth
Approval date	11 December 2023
Effective date	11 December 2023
Review date	2026
Policy advisor	Director, Human Resources
Approving authority	Vice Chancellor

6.0 Related Policy Documents and Supporting Documents

Legislation	Academic Staff Enterprise Agreement Professional and Support Staff Enterprise Agreement
Policy	Performance Reviews and Professional Development (Professional and Support Staff) Policy

Procedures	Remuneration, Recognition and Benefits Leave Procedure Remuneration, Recognition and Benefits Salary Loading Procedure
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Local Protocol	N/A
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Forms	https://www.griffith.edu.au/staff/human-resources/service-catalogue
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