

CATEGORIES OF EMPLOYMENT PROCEDURE

SCHEDULE E - ENTITLEMENTS: SENIOR ADMINISTRATIVE STAFF

Staff whose jobs are classified at Professional Staff Level 10 and who are members of the Senior Administrative Staff, have the entitlements set out below.

- 1 Salaries are initially determined by assigning jobs to classifications through a process designed to ensure that work of equal complexity and responsibility is rewarded equally. The emphasis of this process is measurement of the task, not the performance of individuals. The Cullen Egan Dell system of job evaluation is used to establish the correct work value of a position.
- 2 Senior Administrative Staff may package salary by dividing the gross salary into two components: cash and benefits (or non-cash). If a staff member does so, then the University will pay the amounts of the benefits on their behalf and reduce the staff member's gross annual salary by the cost of the amounts paid. The balance of the salary remaining, after paying for the benefits, will then be taxed at its face value.
- 3 Staff who package their salaries will have their higher duties allowances, bonuses, annual leave payouts on termination and long service leave payouts on termination calculated on the total package amount divided by 1.17.
- 4 All members of the Senior Administrative Staff are subject to the University's Performance Development Framework for both staff development and reward.
- 5 Appraisal is based on an annual cycle, is outcome-oriented and includes the development of measures for performance of both the individual and the unit for which he or she is responsible, with an emphasis on the future development needs of the staff member.
- 6 The University may reward exceptional and outstanding performance through public recognition and opportunities for further career advancement and, in exceptional circumstances, through monetary reward.
- 7 Where reward for outstanding performance is to take monetary form, a series of annual bonuses based on performance will be offered in accordance with Table 1. Bonuses are awarded for one year only, are not superannuable (except to any extent required under superannuation guarantee law), and are an outcome of the performance management process.

Table 1: Bonus criteria and levels

Level of bonus	Criteria for award
Level 1 - 5% of salary	The staff member's performance has been assessed as outstanding under the Performance Development Framework.
Level 2 - Up to 9% of salary	In addition to outstanding performance, the staff member has provided outstanding service to the University. This latter recommendation may only be made after consultation to obtain views of relevant senior academic and general staff members. This level of bonus would be exceptional.
Level 3 - unspecified level	The staff member's performance has been assessed as outstanding under the Performance Development Framework and the staff member has operated for a number of years at a superior level demonstrating a

high level of distinction and service to the University which is innovative and reflects a result which required significant efforts, skill, leadership, creative thinking and management of change in a way that the overall performance of the University is improved. A recommendation may only be made after consultation to obtain views of relevant senior academic and general staff members.

- 8 The staff member's direct supervisor may make a recommendation to the head of budget division or Vice-Chancellor for bonus which must include a detailed argument on how the staff member meets the criteria. Where roles are autonomous, consultation with clients, colleagues etc. will need to occur before the recommendation is made.
- 9 Once approved, recommendations for payment of bonuses should be forwarded to the Remuneration and Benefits Team at the end of the staff member's performance appraisal cycle.

Table 2: Delegations

Level of bonus	Authority
First and second level bonus	Head of budget division
Third level bonus	Vice-Chancellor

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.