Salary Flexibility Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the Salary Flexibility provision as set out in the ACU Staff Enterprise Agreement 2026-2029 (the Agreement).

Section 2 - Policy Statement

(2) Salary flexibility enables the University to, at its absolute discretion, pay rates in excess of those prescribed in the Agreement. This is 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.

Section 3 - Policy Purpose

(3) This 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 a salary loading in excess of 20% upon the Vice-Chancellor and President's approval.

Section 4 - Application of Policy

Professional Staff Higher Education Worker (HEW) Levels 1 to 9 and Academic Staff Level A to E

(4) A salary loading up to a nominated percentage of 20% can be considered for Professional Staff HEW Levels 1 to 9 and Academic Staff Level A to E where:

a. the person brings to the organisation a higher level of experience and qualifications;
b. there is a need to market or salary match; and / or
c. in order to attract or retain staff.

(5) 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 /will be performing the role are extraordinary and:

a. the tasks performed by the individual are of a strategic or mission focussed nature; or
b. the role is highly complex in design.

(6) 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.

(7) Both the salary loading and any additional fixed salary allowance are superannuable.

Professional Staff to HEW Level 10

(8) Professional staff holding a salary loading upon successful placement to HEW Level 10:

a. through a classification review; or
b. a recruitment and selection process; or
c. an Expression of Interest process;

will have their salary loading cease. Placement will be made to the closest base salary which results in a salary increase. Eligibility to move will be at minimum 12 months from the date of appointment, with evidence of active engagement and ongoing development by the staff member in the Progress Plan for Professional Staff, recommendation of the Member of Executive, who advises the Chief People Officer, who will discuss with the Deputy Vice-Chancellor (Corporate). This process is consistent with the approach to remuneration outlined in the Senior Management, Executive and Senior Executive Employment Conditions Policy.

(9) HEW Level 10 Base 1 to 6 are not increments and incremental progression is not available to Professional Staff HEW Level 10.

Section 5 - Approvals

(10) A recommendation for a salary loading of up to 20% for Professional Staff HEW Level 1 to 9 and Academic Staff Level A to E can be approved by the relevant Member of the Senior Executive as defined in the Delegations of Authority Policy and Register.

(11) Any consideration of above base salary of Professional Staff HEW Level 10 requires consultation with, and the advice of, the Chief People Officer, who will discuss with the Deputy Vice-Chancellor (Corporate).

(12) 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 Chief People Officer, and the final approval of the Vice-Chancellor and President.

Section 6 - Procedure

(13) A recommendation for a salary loading of a Professional Staff HEW Level 1 to 9 or an Academic Staff Level A to E 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.

(14) A recommendation for a salary loading in excess of 20% is to be forwarded to the relevant Member of the Senior Executive for endorsement and the advice of the Chief People Officer, before approval is considered in extraordinary or exceptional circumstances by the Vice-Chancellor and President.

(15) In preparing a recommendation for the Vice-Chancellor and President's approval the organisational unit will have considered:

a. the extraordinary nature of the person’s capability set and experience;
b. the criticality of the position;
c. that no other person can reasonably be expected to perform the role; and
d. market comparability and internal relativities.

(16) Recommendations for a salary loading of a Professional Staff HEW Level 1 to 9 or an Academic Staff Level A to E is made using the "My Forms" option on "Staff Connect".

Section 7 - Revisions made to this Policy

(17) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

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 ACU Staff Enterprise Agreement 2017-2021 and Service Central.
1 July 2019	Major	Clarifies staff eligibility for a salary loading with the introduction of the Professional Staff Higher Education Worker Level 10 classification.
18 Jan 2021	Editorial	Updating the University's framework for performance review and planning to reference the Progress Plan.

(18) The University may make changes to this policy and procedures 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 People and Capability.

Section 8 - Further Assistance

(19) 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.

Section 9 - Associated Information

(20) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability