Income Maintenance Policy

Section 1 - Background Information

(1) This Policy has been developed to outline the arrangements for income maintenance for Professional Staff who have been redeployed, become “unattached” (as defined in the ACU Staff Enterprise Agreement 2022-2025), or otherwise placed into a position classified at a lower Higher Education Worker (HEW) level.

Section 2 - Policy Statement

(2) The University recognises that there may be variations to employment circumstances which result in a Professional Staff member being redeployed or confirmed into a position which is classified at a lower HEW level.

Section 3 - Scope

(3) This Policy applies to all continuing and fixed-term Professional Staff members.

Section 4 - Procedures

(4) A Professional Staff member whose substantive position was HEW 7 or above who has been redeployed into a position classified at a lower HEW level and/or fraction than the position which was made redundant by the University shall continue to receive salary equivalent to that of the redundant position for a period of no more than 12 months from the date of redeployment. After this date they will receive the salary applicable to the classification and fraction of the position into which they have been redeployed.

(5) A Professional Staff member whose substantive position was HEW 6 or below who has been redeployed into a position classified at a lower HEW level and/or fraction than the position which was made redundant by the University shall continue to receive salary equivalent to that of the redundant position for a period of no more than 18 months from the date of redeployment. After this date they will receive the salary applicable to the classification and fraction of the position into which they have been redeployed.

(6) A Professional Staff member who becomes “unattached” and who has been placed into a position classified at a lower level than the position they occupied prior to being “unattached” shall continue to receive salary equivalent to that of the position they occupied prior to being “unattached” for a period of no more than 12 months from the date of placement. After this date they will receive the salary applicable to the position into which they have been placed.

(7) During the period of income maintenance, the staff member will be placed in the position at the top incremental step of the lower classification level, and they will continue to receive equivalent salary to that of the higher graded position for the 12 month period, which will be considered as salary for all other purposes. Staff members will cease to receive any special loadings and/or allowances which were peculiar to the previous position that are not applicable to the new position.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the ACU Policy Portal for the latest version.

Section 5 - Approvals

(8) All decisions in relation to the application of this Policy must be in accordance with the Delegations of Authority Policy and Register.

Section 6 - Revisions made to this Policy

(9) The revision table includes revisions up until this document was migrated into the new policy system. Any later revisions will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
20 January 2020	Major	Updated as per clauses 8.5.4 and 8.5.5 of the ACU Staff Enterprise Agreement 2017-2021.

(10) The University may make changes to this Policy from time to time. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

Section 7 - Further Assistance

(11) 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 8 - Associated Information

(12) 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