Policy: Remuneration and conditions

Purpose
To inform staff about the principles underpinning remuneration and employment benefits for staff at ANU.

Overview
The University’s principles underpinning remuneration and employment benefits for staff at ANU.

Scope
This Policy applies across the University.

Policy Statement

Principles
2. The Australian National University (ANU) aims to provide fair and equitable conditions to our staff in terms of work environment, salary, non-salary benefits and other employment conditions to attract and retain outstanding staff, having regard to pay conditions and competition within the relevant employment markets and higher education sector.

3. ANU recognises that different factors motivate an individual's desire to be part of the ANU community and the University seeks to meet these by providing a range of benefits to reward our staff for their contribution to ANU strategic goals. This approach constitutes a broad "package" of benefits that help support our employment promise: Discover what you can do when you work with the best.

Approval for remuneration and benefits
4. A delegate must exercise their delegation to approve the provision of these benefits in accordance with the conditions and approval arrangements in the respective procedure for each benefit.

5. Loadings and allowances for Professional staff are defined in the Professional staff loadings and allowances procedure.
6. Loadings and allowances for Academic staff are defined in the Academic staff loadings and allowances procedure.

7. Approvals of remuneration and benefits beyond those provided for in the relevant procedures require approval of the Director – Human Resources or the Vice-Chancellor.

Range of benefits

8. The range of flexible salary and non-salary based remuneration benefits available to staff are as follows. These are outlined in more detail in the respective procedure.

Base salary

9. Is derived from the salary structure under the current ANU Enterprise Agreement and rewards staff for the scope of activities required in their position.

Superannuation

10. ANU provides an employer contribution higher than the standard mandated by the Commonwealth Superannuation Guarantee Act. In addition there are provisions for staff to provide additional contributions.

Salary packaging

11. Staff at ANU can salary package a range of items, including superannuation, to help maximise the value of their total remuneration package.

Motor vehicles

12. Where specified in the individual’s employment contract, a motor vehicle may be provided in accordance with the ANU Motor Vehicle Acquisition Policy.

Career and professional development

13. A range of support provisions are available, including:

- In-house and external staff development opportunities;
- Support for conference/seminar attendance;
- Outside Studies Program;
- Support for individual career planning/counselling services;
- Staff undergraduate and postgraduate scholarships; and
- Career Development Leave Program.
Salary advancement

14. The following options are available to staff who meet the established criteria:
   - Promotion for academic staff via an annual promotion process;
   - Increment to next salary step within level where the staff member acquires new skills, experience, knowledge and satisfactory performance against their Performance and Development Review;
   - Accelerated incremental advancement where the staff member’s acquisition of new skills, experience, and knowledge requires earlier recognition;
   - A higher duty allowance is provided where a professional staff member performs the duties required of a position classified at a higher level than the employee’s current classification;
   - An experience loading may be payable to casual and sessional academic staff;
   - Reclassification of a professional staff position can be sought where the role and duties has changed to such an extent that it meets the Classification Standards for the next level;
   - Staff can apply for advertised positions within the University that are at a higher level.

Recognition and awards

15. A range of programs that recognise the contribution of staff.

Responsibility loadings

16. Responsibility loading recognise the additional responsibilities of designated positions e.g. Head of Academic Unit.

Allowances

17. Various loadings and allowances may be available to recognise specific responsibilities, work patterns and qualifications e.g. First Aid, Shift work etc.

Market loadings

18. Are available to ensure that ANU can attract and retain staff employed in critical roles that attract a higher total remuneration package outside the University. Market loadings are benchmarked against the market when first offered and are reviewed every two years.
Merit loadings
19. Are payable to Academic staff at Level E2 and above, and recognise outstanding contribution to research or education endeavour.

Performance bonus payments
20. Are payable to Academic and Professional staff to recognise outstanding performance or achievement of negotiated stretch targets.

Flexible working arrangements
21. Arrangements to enable ANU staff to more effectively balance their work and family responsibilities may include:
   - paid, unpaid leave and purchased leave;
   - part-time employment; job share, flextime and/ flexible hours; and
   - parental support program
   - ANU school holiday program.

Work environment and facilities
22. The University strives to create a work environment that is comfortable, safe, environmentally friendly and that has appropriate recreational facilities to support the health and wellbeing of our staff and provides:
   - a staff counselling service and access to an Employee Assistance Program (EAP)
   - access to corporate health insurance and health/stress management programs
   - effective management of occupational health and safety risk
   - well maintained gardens and sporting/recreational (gym) facilities
   - the ANU Green Unit to help ensure we reduce our carbon footprint
   - cafes, banks, ATMs, chemist, newsagent, bookshop and a post office
   - a network of walking and bike paths into and around the campus with bike racks and cages
   - reserved parking in parking stations (when available).