

# Superannuation Procedure

## 1 Purpose

**PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.**

To provide Employees with information in relation to superannuation entitlements provided through the University's superannuation schemes.

## 2 Scope

This Procedure applies to all Employees.

Exclusions: Casual Employees.

## 3 Procedure Overview

This Procedure details the conditions and entitlements relating to the University's superannuation schemes.

## 4 Procedures

### 4.1 Superannuation schemes

On 1 July 1991, Council resolved that UniSuper (previously SSAU and TESS) be established as the superannuation scheme for all new Employees. From 1 October 2000, the UniSuper Defined Benefit Plan/Accumulation 2 Plan and UniSuper Accumulation 1 Plan were formed.

The rights and benefits under the schemes operating within the University are governed at all times by the Trust Deed and Rules, and a member may refer to a copy of these from the People Portfolio.

All superannuation funds operating within the University are 'complying' funds in accordance with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

The superannuation schemes currently operating for Employees of the University are:

- UniSuper Defined Benefit/Accumulation 2 Plan

- UniSuper Accumulation 1 Plan
- QSuper Defined Benefit Plan<sup>\*</sup>
- QSuper State Plan<sup>\*</sup>
- QSuper Accumulation Plan<sup>\*</sup>.

<sup>\*</sup>QSuper Plans are no longer offered to new Employees and are only available to those Employees who chose to stay, effective 1 July 1991.

## 4.2 Choice of superannuation fund

The University exclusively utilises the superannuation providers used by the University as at the date of certification of the Enterprise Agreement.

## 4.3 Commencing employment

All new Employees will be advised of the requirements for their superannuation scheme membership in the offer of appointment.

Eligible Employees will, from the date of commencement, either:

- automatically contribute to the appropriate Superannuation Scheme in the case of 'contributory' scheme members; and/or
- receive University contributions to their 'non-contributory' scheme under the productivity award/Superannuation Guarantee Charge (SGC) requirements.

The University will make employer superannuation contributions as follows:

Full-time and fractional Employees engaged on a continuing appointment.	17% employer superannuation contributions including membership and entitlements.
Employees engaged on a contingent funded appointment.	17% employer superannuation contributions including membership and entitlements.
Full-time and fractional Employees engaged on a fixed-term appointment of more than 12 months <sup>*</sup> .	17% employer superannuation contributions including membership and entitlements.
All other Employees.	Employer superannuation contributions in accordance with the Superannuation

\*From the first pay period on or after 1 January 2021, the University employer superannuation contributions for all fixed-term Employees will be 17%. The University will engage in discussions with superannuation providers to clarify membership options for the broader group of fixed-term Employees.

## 4.4 Ceasing employment

All Employees ceasing employment with the University will receive information on their superannuation benefits with their termination documentation.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Salaries, Classifications and Entitlements Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	31/3/2022
<b>Effective Date</b>	31/3/2022
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Superannuation (Financial Assistance Funding) Levy Act 1993</a> <a href="#">Superannuation Guarantee (Administration) Act 1992</a> <a href="#">Superannuation Industry (Supervision) Act 1993</a>

	<a href="#">Superannuation Legislation Amendment (Choice of Superannuation Funds) Act 2004</a>  <a href="#">Superannuation (Resolutions of Complaints) Act 1993</a>  <a href="#">Superannuation Supervisory Levy Imposition Act 1998</a>  <a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Termination of Employment Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">QSuper Member Hand Book</a>  <a href="#">QSuper Accumulation Plan Member Booklet</a>  <a href="#">State Super - State Service Superannuation Fund - An Explanation</a>  <a href="#">UniSuper Product Disclosure Statement for Accumulation 1</a>  <a href="#">UniSuper Product Disclosure Statement for Defined Benefits Division and Accumulation 2</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p><a href="#">Enterprise Agreement</a></p> <p>University of Southern Queensland Enterprise Agreement 2023-2026.</p>

	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Super, commencing employment, ceasing employment, superannuation, schemes, UniSuper, Q Super, TESS, defined benefit, accumulation account, super, retirement, scheme
<b>Record No</b>	13/449PL