

# Salaries, Classifications and Entitlements Policy



## 1 Purpose

To provide Information on Employee salaries, classifications and entitlements.

## 2 Scope

This Policy applies to all eligible Employees in applicable positions as outlined in the pursuant Procedures.

This Policy includes, but is not limited to:

- salary, loadings, superannuation and salary packaging
- Employee entitlements, including leave entitlements and workwear
- position descriptions and classification processes

## 3 Policy Statement

The University will seek to ensure that Employees are provided with a range of appropriate and equitable salary arrangements and entitlements in relation to their employment and in accordance with the provisions of the USQ Enterprise Agreement.

These entitlements are intended to increase the reputation and attractiveness of the University as an employer of choice, and contribute to the retention and engagement of Employees.

## 4 Principles

### 4.1 Salary, loadings, superannuation and salary packaging

#### 4.1.1 Base salary rates

The University offers competitive salary rates for both Academic and professional Employees in accordance with the provisions of the USQ Enterprise Agreement.

For Employees whose conditions of employment are covered by a written agreement or contract with the University, salaries are set out within the scope of that agreement. The Appointments: Senior Positions Procedure provides further details.

### **4.1.2 Attraction and retention loadings**

The University may offer salary loadings to attract and/or retain competent Employees where there is a demonstrable difficulty in recruitment and/or retention of Employees in particular positions or occupational groups, due to the fact that other employers are offering salaries and conditions which are significantly more attractive.

Loading levels and terms will be determined on the basis of the level at which salaries for a designated area are being sustained in a comparable market place, bearing in mind particular qualification and specialisation requirements, availability of funds and, for existing Employees, the Employee's job performance.

### **4.1.3 Superannuation**

The University supports superannuation schemes to provide Employees with financial security through benefits paid at the conclusion of employment or in cases of extended illness or disability.

The University exclusively utilises agreed superannuation providers and will make and maintain for all eligible and new Employees the relevant level of contributions in effect for the identified superannuation scheme/s.

### **4.1.4 Salary packaging**

All Employees are eligible to sacrifice a cash component of their gross salary towards superannuation.

Eligible Employees may also sacrifice a cash component of their gross salary in order to 'package' remuneration benefits nominated from a range approved by the University.

## **4.2 Position descriptions and classifications**

### **4.2.1 Position descriptions**

The University will provide a position description to all Employees to ensure that they have a clear understanding of work objectives and position requirements; and to ensure that a sound basis is provided for recruitment, selection, Employee development and performance management purposes.

An Employee must not refuse to perform duties reasonably required by the University, consistent with the Employee's classification, and constituting duties which the Employee is competent to perform.

### **4.2.2 Position Classification Standards**

Position Classification Standards (PCS) for both professional and Academic Employees provide an indication of the appropriate level of skill, knowledge and experience necessary to undertake the roles and functions professional positions at each classification level.

### **4.2.3 Position classification (professional Employees)**

The University seeks to ensure classifications of positions reflect comparable job worth and market value by utilising formal evaluation methods to determine appropriate position classifications.

The classification of professional Employee positions will be assessed using appropriate job evaluation methodology, consistent with the requirements of the Position Classification Standards referred to in the USQ Enterprise Agreement, commensurate with the work required to be performed, and conducted in accordance with the processes outlined in the Position Establishment and Classification Procedure.

## **4.3 Employee entitlements**

The University offers Employees a generous range of financial, lifestyle, career, workplace and community benefits and entitlements in addition to their fortnightly salary. These include, but are not limited to, the following key entitlements:

### **4.3.1 Leave of absence**

The University seeks to ensure that Employees have a clear understanding of their employment conditions relating to leave of absence. The following categories of leave are available at the University:

- Annual
- Personal
- Carer's
- Parental
- Compassionate
- Long Service
- Jury Service and Court Attendance
- Major Sporting Competitions
- Defence Forces

- Trade Union Training
- Attendance at Emergencies
- Election
- In Lieu of Overtime
- Leave without pay
- Worker's Compensation
- Special
- Domestic and Family Violence.

Leave arrangements are outlined in the pursuant Procedure, in accordance with the associated conditions and entitlements listed in the Categories of Leave Schedule.

#### 4.3.2 Workwear

The University aims to present a professional corporate image in alignment with its brand which identifies University Employees by their consistent representation in one optional workwear range.

Eligible Employees are entitled to access an optional workwear range provided and subsidised by the University on an annual basis.

## 5 References

Nil.

## 6 Schedules

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

## 7 Policy Information

<b>Subordinate Schedules</b>	
<b>Accountable Officer</b>	Deputy Vice-Chancellor (Enterprise Services)

<b>Responsible Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Policy Type</b>	Executive Policy
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	<a href="#">Fringe Benefits Tax Assessment Act 1986</a> <a href="#">USQ Enterprise Agreement</a>
<b>Related Policies</b>	<a href="#">Employee Equity and Diversity Policy</a>
<b>Related Procedures</b>	<a href="#">Appointments: Senior Positions Procedure</a> <a href="#">Attraction and Retention Loadings Procedure</a> <a href="#">Employee Conflict of Interest Procedure</a> <a href="#">Leave of Absence Procedure</a> <a href="#">Position Descriptions and Position Classification Standards Procedure</a> <a href="#">Position Establishment and Classification Procedure</a> <a href="#">Salary Packaging Procedure</a> <a href="#">Superannuation Procedure</a> <a href="#">Workwear Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Human Resources Website</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>  <a href="#">Employee</a>  A person employed by the University and whose conditions of employment are covered by the USQ 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.  <a href="#">Policy</a>

	<p>A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</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 'USQ' means the University of Southern Queensland.</p> <p><a href="#">USQ Enterprise Agreement</a></p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p> <p><b>Definitions that relate to this policy only</b></p> <p><b>Academic</b></p> <p>For the purposes of this Policy, Academic Employee is defined in accordance with Clause 4.2.3 of the USQ Enterprise Agreement.</p>
<b>Keywords</b>	<p>Retention, attraction, loadings, reward, salary, market loading, job evaluation, classification, level, academic position, professional position, PCS, position description, annual, personal, sick, parental, carer's, compassionate, long service, leave, professional development, exchange, jury service, major sporting competitions, defence forces, workplace relations, emergencies, election, leave without pay, worker's compensation, special, salary packaging, salary sacrifice, REMSERV, superannuation, super, wages, pay, schemes, UniSuper, QSuper, TESS, defined benefit, accumulation account, retirement, commencing employment, ceasing employment, uniform, allowance, subsidy, corporate branding, Workwear, protective clothing, occupation specific clothing, corporate wardrobe, PPE, corporate image</p>
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