

## 1. Purpose of policy

The purpose of this policy is to detail the remuneration and benefits accessible to senior staff within the University. The policy seeks to ensure the consistent and equitable remuneration and benefits for senior staff. It also seeks to ensure that all senior staff have a clear understanding of the benefits available to them.

## 2. Policy scope and application

This policy applies to all senior staff (i.e., positions that fall within Grades 1 to 5 of the USC senior staff grade structure).

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

Base Salary means annual cash salary.

Employment Cost (EC) means base salary plus the total of the following items:

- annual leave loading and allowances
- superannuation (University contribution including the Superannuation Guarantee Contribution)
- car benefit value
- other Fringe Benefits Tax benefits
- other Fringe Benefits Tax-free benefits
- the cost of Fringe Benefits Tax applicable to any benefits included in EC.

Note: the cost of 'material benefits' (such as mobile phones, internet access, Qantas Club memberships and Professional memberships) are not included in the Employment Cost for market comparison purposes as these benefits are considered 'tools of the trade'.

Median in the context of this policy means the point where 50% of organisations pay below and 50% of organisations pay above the given value (or the middle of the remuneration grade).

Mercer CED Job Sizing Methodology refers to a proprietary job evaluation tool that provides for the systematic and sound evaluation of positions at all levels based on job content, skill requirements, business/organisation environment, job challenges and position accountabilities.

Total Employee Reward (TER) means EC plus the value of any bonus or short-term incentive payment paid out in the past 12 months.

## 4. Reward Principles

USC is committed to attracting and retaining professional, competent and skilled senior staff to drive the organisation's strategic plan and growth projections. This policy has been developed to support this aim and ensure fairness in remuneration and benefits decisions.

The principles that underpin this policy include that the reward and recognition will be:

- sufficient to attract, retain, and engage high performing staff;
- aligned to the University's culture and growth strategy;
- fair and reasonable payment for "whole of job" contribution;
- sufficiently flexible to compete effectively in the market, whilst being financially sustainable;
- internally equitable and consistently applied; and,
- appropriately transparent and clearly communicated.

## 5. Policy

5.1 The senior staff remuneration structure has five grades developed using Mercer's CED job sizing methodology. Each grade comprises positions performing work of comparable work value.

5.2 Every grade has a defined remuneration range.

5.3 The classification structure is based on the Employment Cost.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE OFFICER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, Human Resources

### FIRST APPROVED

8 September 2011

### LAST AMENDED

8 April 2020

### REVIEW DATE

31 March 2021

### STATUS

Active

5.4 The University aims to pay around the Median of the University Market to allow sufficient flexibility to match the market and reward people for their performance.

5.5 Experience, qualifications and competency, performance considerations, market considerations (supply and demand), and business criticality will be balanced to determine an appropriate positioning within the range for each employee.

5.6 Each member of the senior staff will be provided with a fully maintained vehicle.

5.7 To ensure competitiveness the remuneration ranges for each grade are updated annually. Factors that will influence the annual update will include, but not be limited to, increases to the Consumer Price Index, increase provided by the Enterprise Agreement, and market considerations.

## 6. Benefits

Senior staff will be provided with the following benefits:

- 17% employer superannuation contribution;
- mobile phone on a standard plan (reasonable personal calls included);
- QANTAS Club membership for staff who travel on a regular basis;
- Business class travel is available to members of University Executive;
- Economy class travel is available to other members of senior staff (this can be upgraded by using frequent flyer points or at the discretion of the relevant member of University Executive);
- Laptop or computer and mobile datacard;
- Membership fee of any relevant professional association(s); and,
- Fully maintained leased vehicle for business and personal use (details provided in Schedule 1).

The cost of providing the benefits described will be borne by the University and charged to the Cost Centre.

## Schedule 1 - Motor Vehicles for Senior Staff

### 1. Objectives

- To establish principles for the sustainable management of motor vehicles for senior staff;
- To set out processes and criteria for procurement of motor vehicles; and
- To reduce the impact on the environment while meeting business and operational requirements.

### 2. Use of Vehicles

A motor vehicle can be used:

- For both university and private business by the senior staff member, including periods of leave;
- By other staff members of the organisational area during business hours after approval by the relevant member of senior staff. There is an expectation that the motor vehicle will be on campus each working day the senior staff member attends the campus;
- By the staff members' immediate family.

### 3. Costs

All costs for employment contract vehicles will be borne by the University and charged to the Cost Centre to the value as provided for in contracts of employment.

The choice of vehicles is based on the level of grade of the position in the USC classification structure. A senior staff member may apply to the Vice-Chancellor and President for a vehicle outside of these guidelines where it is required to perform the responsibilities of the role, however the Vice-Chancellor and President must ensure that the motor vehicle is appropriate for the role of the staff member at the University.

The vehicles are leased by USC and are provided to senior staff at the commencement of employment subject to the specific restrictions outlined in this policy.

Motor vehicles will be replaced at the end of the two or three year operating lease or at any other time at the discretion of the Vice-Chancellor and President.

### 4. Servicing

The senior staff member is responsible for ensuring that all scheduled services as outlined in the Owner's Manual are carried out by an authorised dealership and that tyre pressure, tyre condition, oil/coolant levels are checked and any mechanical faults are rectified immediately.

### 5. Accidents and Damage to Vehicles

Senior staff provided with a motor vehicle must notify USC and its Insurer of any accidents or damage to the vehicle within 3 working days.

### 6. Parking and Traffic Infringements

USC is not responsible for the payment of any parking or traffic infringements incurred by drivers of motor vehicles.

## 7. Fuel Cards and Purchases

The University will issue a fuel card with all vehicles. All fuel purchases shall be obtained via the fuel cards. USC Corporate Credit Cards should not be used for fuel purchases except during any change-over of a vehicle where fuel cards are not yet available.

The only costs that can be charged to fuel cards are fuel and oil and under no circumstances should fuel cards be used for personal expenditure.

Cardholders are required to quote and have recorded vehicle kilometre reading at time of all fuel purchases. USC fuel cards must not be used to purchase fuel for other than the USC vehicle recorded on the card.

Loss of fuel cards must immediately be notified to Facilities who will arrange for cancellation and re-issue of replacement card.

## 8. Using mobile phones and visual display units

Mobile phones must not be used whilst driving unless secured in a commercially designed holder fixed to the motor vehicle OR can be operated by the driver without touching any part of the phone. A driver can use a driver's aid (such as a navigation device) but it must be an integrated part of the vehicle design, or secured in a commercially designed holder, which is fixed to the vehicle.

## 9. Driving under the Influence of Alcohol or Drugs

Driving with an alcohol content over the legal limit or under the influence of illegal drugs is illegal, the consequences of which include personal penalties such as fines and or jail as well as financial penalties associated with the voiding of insurance cover and damage to property expenses. Any staff member found guilty of such an offence will be responsible for the payment of all fines and repair costs resulting from the incident and may be subject to disciplinary action.

## 10. Theft of Property from Vehicles

Personal property left in a University motor vehicle is not insured by the University under any circumstances.

## 11. Theft of a Motor Vehicle

In the event of a theft of a University motor vehicle the staff member must notify the police, the University Insurer and Facilities immediately. A replacement vehicle may be available through the University Insurer.

## 12. Termination of Employment

The staff member must return the motor vehicle on the date of termination of employment with USC. Where a staff member leaves the university, the vehicle is to be returned upon separation in a clean condition, suitable for use by the next driver. In all cases the keys, fleet cards or other credit/charge cards, log books and any other appropriate documentation must be returned to Facilities.

The vehicle may be reallocated to the staff member acting in the position on approval of the relevant member of University Executive.

	UPPER VEHICLE COST (EXCLUDING REGISTRATION AND INSURANCE)	CAR VALUE FOR INCLUSION IN EC
Deputy Vice-Chancellors, Pro Vice-Chancellors, Chief Operating Officer	\$63,886	\$31,675
Directors and Heads of School	\$52,047	\$27,089

Note: The vehicle to be leased should meet appropriate safety standards, must not be a 'soft-top' vehicle, and must be able to carry passengers.

The upper cost of the vehicle will be determined each year by the VCP but increases will not exceed the CPI.

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