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Policy Approver: Deputy Vice-Chancellor (People And Community)

Policy Steward: Chief People Officer

Remuneration and Benefits Policy (MPF1223)

1. Objectives

1.1. The objective of this policy is to:

- a) clarify certain types of remuneration provided for in the [University of Melbourne Enterprise Agreement 2024](#) ('the Agreement'); and
- b) describe the types of discretionary remuneration and benefits provided to employees in addition to and separate to those provided in the Agreement.

2. Scope

2.1. This policy and the Remuneration and Benefits Procedure ([MPF1170](#)), only applies to University employees covered by the Agreement.

3. Authority

3.1. This policy is made under the [University of Melbourne Act 2009](#) (Vic) and the [Vice-Chancellor Regulations](#) and supports compliance with the following instruments as amended from time to time:

- a) [Fair Work Act 2009](#)
- b) [Superannuation Guarantee \(Administration\) Act 1992](#)
- c) [Superannuation Industry \(Supervision\) Act 1993](#)

4. Policy

General

4.1. Base salary rates for academic and professional employees are detailed by classification in Schedule A of the Agreement.

4.2. The University may, at its discretion, provide remuneration and benefits to employees:

- a) at a rate higher than those specified in the Agreement; or
- b) in addition to and separate from the entitlements set out in the Agreement (together, 'discretionary remuneration').

4.3. Discretionary remuneration is provided in a manner consistent with legislative requirements, University policy, individual employment contracts, and the Agreement.

Loadings

4.4. The Remuneration and Benefits Procedure ([MPF1170](#)) provides further clarification for the application of Agreement-covered loadings and also sets out in detail the provision of discretionary loadings determined by the University.

Incremental progression

4.5. The Remuneration and Benefits Procedure ([MPF1170](#)) provides further clarification for the process and application of Agreement-covered incremental progression (including top of band one-off payments) through the salary bands published in the Agreement.

One-off Payments/Performance bonus

4.6. Separate to the Agreement, the University may elect from time-to-time and at its discretion to provide employees with one-off payments/performance bonuses in addition to the minimum payments set out in the Agreement and in accordance with the rules of eligibility determined by the University.

Salary packaging

4.7. All continuing and fixed-term employees may participate in salary packaging arrangements with the University in accordance with clause 1.12 of the Agreement and the Remuneration and Benefits Procedure ([MPF1170](#)), while noting that:

- a) The University reserves the right to review and amend salary packaging arrangements at any time and will not be responsible for any loss or damage suffered by an employee as a result of such changes;
- b) Should legislative or other changes result in an increase in the costs to the University for a particular salary packaging arrangement, the University may elect to discontinue salary packaging from the operative date of that change, unless the employee pays the additional cost, in which case the University may continue the salary packaging arrangement(s); and
- c) An annual administration fee may apply on specific salary packaging benefits.

Allowances, reimbursements and professional accreditation/membership subscriptions

4.8. In addition to the allowances and work-related expenses to be paid by the University as provided for in the Agreement and under legislation, the University will provide, at its discretion, employees with a range of allowances and work-related expenses incurred by them as determined by the University's rules of eligibility (as amended).

Staff welfare fund

4.9. The University may, at its discretion, provide limited financial assistance from the Staff Welfare Fund in response to an application for the purposes of addressing financial hardship arising from special circumstances, made by any of the following individuals:

- a) an employee,
- b) a retired employee, or
- c) family members of the above, including in circumstances where the employee or retired employee is deceased. Individuals may include dependents, parents, children, or widows.

4.10. The financial assistance provided will comprise either a loan (with or without interest), or a small non-repayable grant may be recommended in circumstances of severe hardship.

4.11. Special circumstances in section 4.9 might include:

- a) lengthy absence from work due to illness, where all paid leave credits have been expended;
- b) being on unpaid sick leave and needing to maintain contributions to a superannuation scheme;
- c) substantial hospital and medical bills or any other pressing financial obligations; or
- d) any other circumstance of severe hardship or distress that justify the assistance.

4.12. The Chief People Officer approves all loans and grants from the Staff Welfare Fund.

External Employment, Directorships and Board Membership

4.13. In certain limited circumstances, and subject to the requirements of the Appropriate Workplace Behaviour Policy ([MPF1328](#)), Managing Conflicts of Interest Policy ([MPF1366](#)), and the Outside Work Procedure ([MPF1129](#)), an employee may:

- a) undertake paid external employment in a private capacity, in addition to their University duties, where prior approval has been given by the University; and/or
- b) become a director of a public or private company or organization, where prior approval has been given by the University; and/or
- c) become a director of an organisation which is of a charitable or non-profit nature, or formed to deal solely with private affairs, in which case prior approval is not required from the University unless undertaking the directorship would result in a conflict of interest.

4.14. Section 4.13 is subject to the following conditions:

- a) external work may be undertaken as an individual or as a member of a partnership, company or any other entity which provides goods and/or services, but not work undertaken when the University enters into a contract to provide goods and/or services to which an employee may be assigned.
- b) Professional employees:
 - i. may undertake paid external employment outside business hours provided it does not compromise the individual's commitment to the University.
 - ii. may, in exceptional circumstances, undertake paid external employment within normal working hours, provided that the operational efficiency of the unit is not affected and the time commitment to the University is not compromised.

5. Procedure

5.1. The Procedures under this policy are as follows:

- a) Remuneration and Benefits Procedure ([MPF1170](#)), and
- b) Outside Work Procedure ([MPF1129](#))

6. Roles and responsibilities

6.1. Unless otherwise specified, roles and responsibilities are performed as required by the nominated authorised officer under the University's *Vice-Chancellor's Instrument of Delegation*.

7. Definitions

The Agreement means the University of Melbourne Enterprise Agreement 2024.

Academic employee means employees employed under the Agreement to perform work, duties and responsibilities described by each academic classification in Division 2 of the Agreement.

Professional employee means employees employed in professional, administrative and support occupations under the Agreement to perform work, duties and responsibilities described by each classification level UOM1 to UOM10 in Division 3 of the Agreement.

Remuneration in this policy means salaries, superannuation, loadings and other benefits that are in addition to and separate from the entitlements set out in the Agreement and expand on the base salary rates and minimum employer superannuation contributions outlined in clause 1.10.3 of the Agreement.

POLICY APPROVER

Deputy Vice Chancellor (People and Community)

POLICY STEWARD

Chief People Officer

REVIEW

This policy is due to be reviewed by 2 September 2027.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	Vice-Principal Administration & Finance	21 May 2015	4 January 2016	Fix broken links in sections 1.1, 10 and Related Documents.
3	Policy Officer			New version created in error.
4	Policy Officer	25 September 2020	25 September 2020	Updated terminology under 'Scope' from Senior Executive Remuneration Framework to University's Executive Remuneration Framework.

5	Chief People Officer	27 August 2024	2 September 2024	<p>Renamed from Remuneration, Recognition and Working Conditions Policy.</p> <p>Updated to align with the University of Melbourne Enterprise Agreement 2024 and updated sections in line with University practice.</p>
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