

# EXECUTIVE AND SENIOR PROFESSIONAL STAFF REMUNERATION POLICY 2019

The Vice-Principal (Operations), as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 20 June 2019 (commencing 1 July 2019)

Last amended: 28 August 2019

13 February 2020

6 December 2021 (administrative amendments)

Signature:

Name: Mr Stephen Phillips

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## **1 Name of policy**

This is the Executive and Senior Professional Staff Remuneration Policy 2019.

## **2 Commencement**

This policy commences on 1 July 2019.

## **3 Policy is binding**

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

## **4 Statement of Intent**

This policy:

- (a) provides for setting, reviewing and communicating information about remuneration for executive staff and senior professional staff;
- (b) provides a consistent method for valuing remuneration packages against internal and external benchmarks;
- (c) aims to facilitate pay decisions that reward staff fairly and equitably, including gender pay equity;
- (d) provides for managing remuneration anomalies;
- (e) provides for managing and paying loadings to executives and senior professional staff;
- (f) establishes the Executive Performance Bonus Plan and the Senior Professional Staff Performance Bonus Plan, and requirements for their management;
- (g) requires annual review of executive and senior professional staff remuneration; and
- (h) supports the University's values of respect and integrity, and inclusion and diversity.

## 5 Application

- (1) This policy applies to:
  - (a) the following exempt executive roles,
    - (i) Vice-Chancellor;
    - (ii) Senior Deputy Vice-Chancellor;
    - (iii) Provost and Deputy Vice-Chancellor;
    - (iv) Deputy Vice-Chancellors;
    - (v) Executive Deans;
    - (vi) Deans;
    - (vii) Head of School and Deans of University schools;
    - (viii) Pro Vice-Chancellors, at Level E;
    - (ix) Vice-Principals;
    - (x) General Counsel;
    - (xi) University Librarian;
    - (xii) Chief Data and Analytics Officer;
    - (xiii) Chief Financial Officer;
    - (xiv) Chief Information Officer;
    - (xv) Chief Human Resources Officer;
    - (xvi) Chief University Infrastructure Officer;
    - (xvii) Chief Safety Officer
    - (xviii) Chief Risk Officer;
    - (xix) Executive Director, Central Operations Services;
    - (xx) Chief Faculty Experience Officer
    - (xxi) Executive Director, Student Administrative Services;
    - (xxii) Director, Marketing and Communications;
    - (xxiii) Executive Director, Student Recruitment and Admissions;
  - (b) any other exempt executive role which is determined to be subject to this policy by any written direction by:
    - (i) the Vice-Chancellor;
    - (ii) Senate People and Culture Committee; or
    - (iii) Senate; and
  - (c) senior professional roles classified:
    - (i) above HEO10; and
    - (ii) at Bands A to D.
- (2) For exempt staff, where this policy is inconsistent with the individual's existing contract, the contract will apply.
- (3) For non-exempt staff, where this policy is inconsistent with the [Enterprise Agreement](#), the [Enterprise Agreement](#) will apply.

## 6 Definitions

|   |  |
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| <b>additional duties allowance</b>      | means a temporary allowance provided for duties significantly beyond the current scope of a role.  |
| <b>base salary</b>                      | means the annual rate of payment that a staff member receives excluding any performance payments, loadings, allowances or superannuation contributions.  |
| <b>bonus potential</b>                  | means the maximum bonus it is possible for an executive or senior professional staff member to be paid, expressed as a percentage of base salary.  |
| <b>customised research</b>              | means a customised survey or analysis of remuneration practices of peer organisations.   |
| <b>delegate</b>                         | has the meaning given in the <a href="#">University of Sydney (Delegations of Authority) Rule 2020</a> . As at the date of this policy, this is:<br><br>means any person or entity to whom, or to which, a delegation has been made by Senate.                   |
| <b>Enterprise Agreement</b>             | means the <a href="#">University of Sydney Enterprise Agreement 2018-21</a> or any successor or replacement agreement.   |
| <b>executive</b>                        | means any staff member to whom this policy applies, as specified in subclauses 5(1)(a) and (b).  |
| <b>Executive Performance Bonus Plan</b> | means the annual short-term incentive program established in Part 2.   |
| <b>exempt</b>                           | has the meaning given in the <a href="#">University of Sydney (Delegations of Authority) Rule 2020</a> . As at the date of this policy this is:<br><br>refers to staff or positions to whom or to which the <a href="#">Enterprise Agreement</a> does not apply. |
| <b>fixed package</b>                    | means the sum of: <ul style="list-style-type: none"> <li>• base salary;</li> <li>• loadings and allowances; and</li> <li>• employer superannuation provisions.</li> </ul>  |
| <b>fixed package band</b>               | means the target range within which a staff member's fixed package should be considered.   |
| <b>general market benchmarking</b>      | means using data from remuneration market surveys that cover more than one Australian industry sector.   |
| <b>HR Partner</b>                       | means a member of the Human Resources Relationship Management team.  |
| <b>industry survey</b>                  | means a survey of remuneration practices for a single industry.  |

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| <b>key performance areas</b>                   | means the individual performance measures agreed in the annual performance planning and review process.   |
| <b>non-exempt</b>                              | refers to staff or positions to whom or to which the <a href="#">Enterprise Agreement applies</a> .   |
| <b>performance year</b>                        | means an annual cycle, commencing on 1 January and ending on 31 December each year, over which performance is measured for purposes of the Executive Performance Bonus Plan and Senior Professional Staff Bonus Plan, as specified in Parts 2 and 3.  |
| <b>performance planning and review process</b> | means the annual process undertaken to plan, set and review performance goals and objectives for executives and senior professional staff, as provided in clauses 16 and 22.  |
| <b>professional services unit leader</b>       | means any of: <ul style="list-style-type: none"> <li>• Chief Financial Officer;</li> <li>• Chief Information Officer;</li> <li>• Chief Human Resources Officer;</li> <li>• Chief University Infrastructure Officer;</li> <li>• Chief Risk Officer;</li> <li>• Chief Safety Officer;</li> <li>• Chief Data and Analytics Officer;</li> <li>• Chief Faculty Experience Officer; or</li> <li>• Chief Marketing and Communication Officer.</li> </ul> |
| <b>senior professional staff</b>               | means any staff member to whom this policy applies, as specified in subclause 5(1)(c).  |
| <b>Senior Professional Staff Bonus Plan</b>    | means the annual short-term incentive program established in Part 3.  |
| <b>total reward package</b>                    | means the sum of: <ul style="list-style-type: none"> <li>• base salary;</li> <li>• loadings and allowances;</li> <li>• employer superannuation provisions; and</li> <li>• bonus potential;</li> </ul>   |
| <b>university market benchmarking</b>          | means using remuneration surveys or disclosed remuneration practices and data from the Australian university sector.  |

## PART 1 – FIXED PACKAGE

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### 7 Principles

- (1) The University will pay executives and senior professional staff an agreed annual fixed package, which will be the sum of:
  - (a) base salary;
  - (b) loadings and allowances; and
  - (c) employer superannuation contributions.
- (2) The fixed package will be the basis for setting, reviewing and communicating executive and senior professional staff remuneration packages.
- (3) For non-exempt senior professional staff, the review of fixed package will include as a minimum the base salary increase agreed under the [Enterprise Agreement](#).
- (4) Any changes to an individual component of a fixed package must preserve superannuation contributions consistently with applicable legislative requirements and the [Enterprise Agreement](#).

**Note:** Refer to the [Australian Tax Office website](#) for more information.

- (5) Loadings should only be used:
  - (a) for temporary additional duties; or
  - (b) as required by the [Enterprise Agreement](#).

**Note:** See clause 13.

### 8 Market benchmarking

- (1) The University will benchmark remuneration for executives and senior professional staff in order to remain competitive and attract appropriately talented people.
- (2) The University will use university market benchmarking for roles that are:
  - (a) unique to the university market;
  - (b) hard to locate in the general market; or
  - (c) readily found in both the university market and the general market, with an available supply in both.
- (3) The University will use general market benchmarking for roles that are:
  - (a) critical, where the University needs to compete beyond the university market to attract and retain appropriate people;
  - (b) not university specific;
  - (c) uncommon in the university market, with limited benchmarks; or
  - (d) subject to a shortage of appropriately qualified people, with premiums being paid for such positions in the general market.
- (4) When using market data, the University will benchmark remuneration (where possible) against a peer group of Group of 8 universities, filtered by faculty if relevant for the role.

- (5) When using general market data, the University may use a peer group of organisations with similar staff numbers or comparable locations, provided the sample size of the peer group is sufficient to return meaningful data.
- (6) Where it is necessary to compete beyond the Australian university market, the University may use relevant customised research, or overseas or industry surveys for benchmarking for roles.

## 9 Banding structure

- (1) The University will use fixed package bands as a guide in setting and reviewing fixed packages, under the following circumstances:
  - (a) proposing, negotiating and setting fixed packages for new staff;
  - (b) adjusting fixed packages when roles are changed;
  - (c) annual remuneration reviews; and
  - (d) approved off-cycle reviews in cases such as contract renewal or to retain key staff.

**Note:** See clause 11.
- (2) The Chief Human Resources Officer will annually:
  - (a) review the fixed package bands for each executive role using benchmark remuneration data to ensure they remain competitive; and
  - (b) recommend appropriate fixed package bands for approval by the relevant delegate.
- (3) The Chief Human Resources Officer will annually:
  - (a) review the fixed package bands for senior professional staff levels A to D using benchmark remuneration data to ensure they remain competitive; and
  - (b) recommend appropriate fixed package bands for approval by the relevant delegate.
- (4) Each fixed package band will include a minimum and maximum pay range that allows for variation and differentiation based on experience, capability and performance.
- (5) As part of the annual review process, the University will review all executives and senior professional staff against the relevant fixed package band for the role.

## 10 Recruitment

- (1) When recruiting or appointing new executives or senior professional staff, proposed remuneration should be based on the principles in clause 29.
- (2) Fixed packages for new executives and senior professional staff should not exceed the midpoint of the applicable fixed package band, with the following exception.
  - (a) Fixed packages above the midpoint:
    - (i) must be approved by the relevant delegate before being offered; and
    - (ii) should only be used to recruit critical executive or senior professional staff.

- (3) Where possible, contract renewal dates should be set to correspond with the annual remuneration review process in **Part 4** of this policy.

## 11 Off-cycle remuneration increases

- (1) Increases to executive and senior professional staff remuneration outside of the annual review process will only be permitted:
  - (a) for contract renewal or retaining key staff; and
  - (b) with the approval of each of the Chief Human Resources Officer and Vice-Chancellor.

## 12 Managing pay anomalies

- (1) A pay anomaly occurs when the fixed package for an executive or senior professional staff member is inconsistent with:
  - (a) the fixed package band for their role or level; or
  - (b) their performance, experience and capabilities.
- (2) If a supervisor believes a pay anomaly may exist, they must obtain advice from Human Resources before discussing the matter with the relevant executive or senior professional staff member.
- (3) If a pay anomaly is identified, the staff member's supervisor and the Chief Human Resources Officer will:
  - (a) develop a plan to address it;
  - (b) obtain expert advice where appropriate; and
  - (c) make recommendations to the relevant delegate.

**Note:** Depending on the advice, approval of multiple delegates may be required. See [University of Sydney \(Delegations of Authority\) Rule 2020](#).

- (4) Remuneration adjustments approved by the relevant delegate will be made only during the annual remuneration review process.

## 13 Loadings and allowances

- (1) A non-exempt staff member may be paid a loading or allowance in accordance with the [Enterprise Agreement](#).
- (2) An exempt staff member may be paid a loading or an allowance only if the individual is:
  - (a) acting in a temporary role for a substantial period of time, and has been allocated additional duties that are significantly beyond the scope of their substantive role;
    - (i) In this case, a non-superannuable additional duties allowance may be paid for a period of no more than six months.
    - (ii) After six months the requirement for an additional duties allowance must be reviewed.
  - (b) seconded to another role; or



- (c) eligible for a loading under the [Clinical and Dental Loadings Policy](#).
- (3) An exempt staff member is not entitled to a loading or an allowance for:
  - (a) deputising for a more senior staff member if this is specified in their position description (or equivalent) as a substantive responsibility;
  - (b) undertaking project-related responsibilities for projects related to or impacting on the usual responsibility area; or
  - (c) covering the responsibilities of a colleague who is on a period of leave of less than three months.
- (4) Any loading or allowance (excluding additional duties allowances) must be considered by the relevant delegate during the annual remuneration review, for consistency with this policy.
- (5) Before recommending loadings or allowances, the supervisor must consult their HR Partner for advice on:
  - (a) whether a loading or allowance may be paid under subclause 13(3);
  - (b) the appropriate amount of additional remuneration (as a percentage of base salary or fixed dollar amount); and
  - (c) the length of time the additional remuneration should be in effect.

## **PART 2 – EXECUTIVE PERFORMANCE BONUS PLAN**

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### **14 Introduction**

- (1) The Executive Performance Bonus Plan is an annual short-term incentive program which applies to executives, and runs from 1 January to 31 December of each year, commencing from 1 January 2019.
- (2) In November of each year, or as soon as practicable thereafter, Senate People and Culture Committee will determine annual performance bonus guidelines for the next year, which set out the specific terms and conditions for the performance cycle consistently with the requirements of this policy.
- (3) The Chief Human Resources Officer must distribute the annual performance bonus guidelines to each eligible executive by the end of each year.

### **15 Objectives and principles**

- (1) The objectives of the Executive Performance Bonus Plan are to:
  - (a) recognise contribution to, and impact on, the University's performance and achievement of its strategic objectives; and
  - (b) align executive commitment, engagement and performance in delivering the University's strategic objectives.
- (2) The Executive Performance Bonus Plan is intended to:
  - (a) encourage high performance, with the maximum bonus potential realised only when an 'Outstanding' performance rating is achieved;

- (b) be transparent, rewarding executives for outcomes for which they have responsibility;
- (c) be fair, with even participation and consistent opportunity;
- (d) be simple, driving performance by being easy to understand; and
- (e) align University values and strategy, by requiring key performance areas based on the University's values and strategic priorities.

## **16 Eligibility**

- (1) To be eligible for a performance bonus, an executive must be a continuing or fixed term staff member (either full-time or part-time), who started on or before 1 July of the performance year.
  - (a) Executives employed on or before 1 July of the performance year are eligible for a performance bonus on a pro-rata basis.
  - (b) Executives employed on or after 2 July of the performance year are ineligible for a performance bonus for that performance year, unless otherwise approved by the Senate People and Culture Committee.
- (2) In November of each year, or as soon as practicable thereafter, the Senate People and Culture Committee will determine the process by which executive performance planning and review will be conducted in the following year.
  - (a) The Chief Human Resources Officer must provide written details of this process to each eligible executive by the end of the year.
- (3) Executives must have completed their performance review for the relevant performance year to be considered for a payment under the plan.
- (4) Executives must have successfully passed any applicable probation period to be eligible to be considered for a performance bonus.
- (5) Executives who resign or whose employment is terminated before the end of the performance year are ineligible for a performance bonus, unless otherwise approved by the Senate People and Culture - Committee.
- (6) Executives who leave the University after the end of the performance year, but before payment of bonuses (i.e. leave in the first quarter of the following year) are eligible for bonus consideration provided that they meet all other eligibility criteria.
- (7) To be eligible for a performance bonus, an executive must have been contributing to the achievement of their key performance areas for at least six months of the year.
- (8) An executive who is absent from the workplace for a combined total of more than 14 weeks but less than six months, is eligible to participate in the performance bonus program, on a pro rata basis taking into account periods of absence.

## 17 Bonus potential

- (1) As part of the annual remuneration review (see **Part 4**), the Senate People and Culture Committee will determine:
  - (a) a bonus potential range, expressed as percentages of base salary for each type of executive role; and
  - (b) the link between the executive performance rating outcomes, bonus potential and the calculation method for bonus payments.

## 18 Bonus determination, review and approval

- (1) The amount of performance bonus to be paid to an executive will be based on the individual's performance rating determined through the performance planning and review process.
- (2) The executive's supervisor will recommend a provisional performance bonus payment based on the applicable criteria for that performance cycle.
  - (a) The base salary used for payment calculation is the participant's base salary at the end of the performance year.
- (3) The provisional determinations must then be submitted to each of the following for consideration and, if appropriate, endorsement:
  - (a) the Vice-Chancellor; and
  - (b) the Senate People and Culture Committee.
- (4) The final bonus payment amount for each executive will be determined by the relevant delegate.

## 19 Bonus payment

- (1) Performance bonuses will be paid annually as a lump sum, usually in April of the following year.
  - (a) Payments will be made through the University payroll and be subject to any relevant income tax withholding.
- (2) Performance bonus potentials and payments are inclusive of any employer superannuation contributions.
  - (a) If legally required, a superannuation contribution will be deducted from the payment.
- (3) Executives who wish to salary sacrifice all or part of their bonus payment must notify the HR Service Centre before the commencement of the University's annual closedown in December of the relevant performance year.

## **PART 3 – SENIOR PROFESSIONAL STAFF PERFORMANCE BONUS PLAN**

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### **20 Introduction**

The Senior Professional Staff Performance Bonus Plan is an annual short-term incentive program which applies to senior professional staff, and runs from 1 January to 31 December of each year, commencing from 1 January 2020.

### **21 Objectives and principles**

- (1) The objectives of the Senior Professional Staff Performance Bonus Plan are to:
  - (a) recognise the senior professional staff's contribution to, and impact on, the University's performance and achievement of its strategic objectives;
  - (b) drive the performance, values and behaviours required to deliver on the University's strategic objectives; and
  - (c) align the interests of participants and the University's key stakeholders.
- (2) The Senior Professional Staff Performance Bonus Plan is intended to:
  - (a) encourage high performance;
  - (b) be transparent, rewarding senior professional staff for outcomes for which they have responsibility;
  - (c) be fair, with even participation and consistent opportunity;
  - (d) be simple, driving performance by being easy to understand; and
  - (e) align University values and strategy, by requiring key performance areas based on the University's values and strategic priorities.

### **22 Eligibility**

- (1) To be eligible for a performance bonus, the individual must:
  - (a) be a continuing or fixed term staff member (either full-time or part-time);
  - (b) commence their employment on or before 1 July of the performance year; and
  - (c) have been notified by the University in writing of their bonus potential prior to the commencement of the relevant performance period.
- (2) Senior professional staff commencing employment on or before 1 July of the performance year are eligible for a performance bonus on a pro-rata basis.
- (3) Senior professional staff commencing employment on or after 2 July of the performance year are ineligible for a performance bonus for that performance year, unless otherwise approved by the relevant delegate.
- (4) Senior professional staff must have completed their performance review for the relevant performance year to be considered for a performance bonus.
- (5) New senior professional staff must have successfully passed any applicable probation period to be eligible to be considered for a performance bonus.

- (6) Where senior professional staff have multiple contracts, each contract will be viewed separately in determining eligibility, achievement and bonus payment.
- (7) Senior professional staff who resign or whose employment is terminated before the end of the performance year are ineligible for a performance bonus, unless otherwise approved by the relevant delegate.
- (8) Senior professional staff who leave the University after the end of the performance year, but before payment of bonuses (i.e. leave in the first quarter of the following year) are eligible for bonus consideration provided that they meet all other eligibility criteria.
- (9) Senior professional staff who are on unpaid leave for a combined total of more than 14 weeks, but less than six months may participate in the performance bonus plan on a pro rata basis, taking into account periods of absence.

### **23 Bonus potential**

- (1) The annual bonus potential is based on a percentage of the senior professional staff member's base salary.
- (2) Where base salary is adjusted mid-year, the bonus potential will be based on base salary at the end of the performance year.

### **24 Bonus determination, review and approval**

- (1) The amount of the performance bonus to be paid to senior professional staff will be based on the individual's performance rating determined through the performance planning and review process.
- (2) Senior professional staff must complete the University's annual performance planning and review process and receive a provisional rating from their supervisor.
- (3) The responsible executive and either or both of the relevant HR Partner or Associate Director will conduct calibration sessions to finalise provisional ratings and bonuses consistently with the Senior Professional Staff Performance Bonus Plan design for that year.
- (4) Final bonus payouts must be approved by the relevant delegate.
- (5) The Senate People and Culture Committee may change the Senior Professional Staff Performance Bonus Plan at any time to ensure that it continues to support the University's strategic objectives and comply with any relevant legislation.

### **25 Bonus payment**

- (1) Performance bonuses will be paid annually as a lump sum, usually in April of the following year.
  - (a) Payments will be made through the University payroll and be subject to any relevant income tax withholding.
- (2) Performance bonus potentials and payments are inclusive of any employer superannuation contributions.
  - (a) If legally required, a superannuation contribution will be deducted from the payment.

- (3) Senior professional staff who wish to salary sacrifice all or part of their bonus payment must notify the HR Service Centre before the commencement of the University's annual closedown in December of the relevant performance year.

## **PART 4 – ANNUAL REMUNERATION REVIEW**

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### **26 Principles**

- (1) The University will review executive and senior professional staff remuneration annually.
- (2) The Chief Human Resources Officer will conduct the review process in consultation with supervisors, key stakeholders and relevant delegates.  
**Note:** See clause 11 for off-cycle remuneration increases.
- (3) The review will consider:
  - (a) whether fixed packages should be adjusted (including assessment of any loadings); and
  - (b) bonus potentials for participants in the Executive Performance Bonus Plan and Senior Professional Staff Performance Bonus Plan.
- (4) The Chief Human Resources Officer will determine the timetable and process for the annual remuneration review and will inform executives and senior professional staff in writing, no later than the end of May of each year.

### **27 Fixed package review**

- (1) For executives, the supervisor and the Senate People and Culture Committee will review fixed packages in July each year, or as soon as practicable thereafter.
- (2) For senior professional staff, the supervisor and the relevant delegate will review fixed packages in July each year.
- (3) The review will take into account:
  - (a) the current executive or senior professional staff remuneration structure, including fixed package bands and comparative market remuneration data;
  - (b) the individual's current position within the fixed package band for their level;
  - (c) loadings or allowances, as provided in clause 13;
  - (d) individual performance;
  - (e) the economic environment;
  - (f) the University's ability to pay for any remuneration increases;
  - (g) increases required by the [Enterprise Agreement](#); and
  - (h) gender pay equity.
- (4) The following factors are relevant to consideration of the economic environment:
  - (a) salary movements in the market (which may vary by faculty, portfolio of responsibility, or professional services unit), based on supply and demand factors relating to particular jobs or skills;
  - (b) inflation;

- (c) legislative or regulatory requirements;
  - (d) economic conditions, whether local, national or international.
- (5) Any adjustments to remuneration will be effective from the beginning of the first pay period in July.

## 28 Review of fixed package bands

- (1) The University's Human Resources unit must update the benchmark data underpinning the executive and senior professional staff fixed package bands annually.
- (2) The Chief Human Resources Officer must consider this review and recommend any adjustment to the fixed package bands for executives and senior professional staff to the Vice Chancellor and the Senate People and Culture Committee.

**Note:** Refer to **Part 1** for further information on market benchmarking and setting fixed pay bands.

## 29 Review of position within fixed package bands

- (1) When making recommendations to change an executive or senior professional staff member's relative position within a fixed package band, the relevant supervisor and delegate must consider:
  - (a) the individual's relative position within the current fixed package band; and
  - (b) their performance in their role.
- (2) Decisions on positioning within fixed package bands should be based on the following principles.
  - (a) **Upper end of the band** is appropriate if the individual is:
    - (i) consistently performing at a high level;
    - (ii) highly capable, and consistently applying unique or critical skills; and
    - (iii) consistently making significant, high quality contributions relative to others at the same level;or
    - (iv) a key or critical member of staff and the fixed package is considered necessary to attract or retain them.
  - (b) **Middle of the band** is appropriate if the individual is consistently:
    - (i) performing effectively;
    - (ii) meeting the key requirements of their role; and
    - (iii) demonstrating the key capabilities required to make positive contributions.
  - (c) **Lower end of the band** is appropriate if the individual:
    - (i) may be new to the role or to the level;
    - (ii) is developing some of the capabilities to meet all the key requirements of the role;
    - (iii) may be performing inconsistently;

- (iv) may not be making consistent high-quality contributions relative to others at the same level.
- (d) Positioning within the band should be based on the consistent level of performance, contribution and impact made by the individual over time, and should not be influenced by short term performance or gender bias.
- (3) An individual's most recent performance rating should be taken into consideration when making decisions regarding any proposed changes in remuneration.

### 30 Funding

- (1) Fixed package increases will depend on the University's ability to fund them, including the corresponding effect on related payments such as bonuses and superannuation.
- (2) The Senate People and Culture Committee will determine the amount of any budget increase for executives and senior professional staff as two separate groups, during the annual remuneration review.
- (3) The budget will as a minimum provide funding for increases required under the [Enterprise Agreement](#).
- (4) Remuneration increases must not exceed the allocated budget.

### 31 Bonus potential review

- (1) Bonus potentials will be set and based on guidance approved by the Senate People and Culture Committee, which will be reviewed by November each year or as soon as practicable thereafter.
- (2) The relevant supervisor and delegate will review each executive and senior professional staff member's participation in the Executive Performance Bonus Plan or Senior Professional Staff Performance Bonus Plan, and their bonus potential, by November, or as soon as practicable thereafter, prior to the relevant performance year.
- (3) The objectives of this review should be to ensure that bonus potentials:
  - (a) **are consistent with the market:** benchmarking and market practice should guide the participation and size of bonus potentials; and
  - (b) **are internally consistent:** there should be even participation and consistent bonus potentials within each of the executive and senior professional staff groups and employment contract types; and
  - (c) **take into consideration gender pay equity.**



## NOTES

### Executive and Senior Professional Staff Remuneration Policy 2019

|                    |   |
|--------------------|---|
| Date adopted:      | 20 June 2019  |
| Date commenced:    | 1 July 2019   |
| Date amended:      | 28 August 2019<br>13 February 2020<br>6 December 2021 (administrative amendments)   |
| Administrator:     | Chief Human Resources officer   |
| Review date:       | 1 July 2024   |
| Related documents: | <p><a href="#">University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016</a></p> <p><a href="#">University of Sydney Enterprise Agreement 2018-2021</a></p> <p><a href="#">Senior Professional Staff Performance Planning &amp; Review template</a></p> <p><a href="#">Senior Professional Staff Performance Bonus Plan for the year in question</a></p> <p><a href="#">Clinical and Dental Loadings Policy.</a></p> |

## AMENDMENT HISTORY

| Provision | Amendment  | Commencing     |
|-----------|--|----------------|
| 5(1)(a)   | added new executive roles of “Senior Deputy Vice-Chancellor”; and “Executive Director, Student Recruitment and Admissions”   | 28 August 2019 |
| 27(1)     | provide for the Senate People and Culture Remuneration Subcommittee to review executive remuneration packages in July each year, or as soon as practicable thereafter.                         | 28 August 2019 |
| 14(2)     | provide for the Senate People and Culture Remuneration Subcommittee to review executive remuneration performance bonus guidelines in November each year, or as soon as practicable thereafter. | 28 August 2019 |



|           |  |                  |
|-----------|--|------------------|
| 16(2)     | provide for the Senate People and Culture Remuneration Subcommittee to review executive remuneration performance planning processes in November each year, or as soon as practicable thereafter. | 28 August 2019   |
| 31(1)     | provide for the Senate People and Culture Remuneration Subcommittee to review the senior professional staff bonus potentials in November each year, or as soon as practicable thereafter.        | 28 August 2019   |
| 31 (2)    | Provide for supervisors and delegates to review participation in Performance Bonus Plans by November, or as soon as practicable thereafter, prior to the relevant performance year               | 28 August 2019   |
| 5(1)(a)   | Added new executive roles of “Chief Data and Analytics Officer” and Executive Director, Central Operations Services  | 13 February 2020 |
| 5(1)(a)   | Added new executive roles of Chief University Infrastructure Officer, Chief Safety Officer, and Chief Faculty Experience Officer. Removed Vice Provost at Level E.                               | 6 December 2021  |
| 6         | Updated list of Professional Services Unit Leaders.  | 6 December 2021  |
| 8(3)(a)   | Added “attract” to have consistency around the concept of attracting or retaining staff.   | 6 December 2021  |
| 18(2)(a)  | Confirmed that the base salary used for payment calculation is the base salary at the end of the performance year.”  | 6 December 2021  |
| 26(4)     | Provided for the CHRO to provide confirmation of the timetable for the annual remuneration review no later than the end of May each year.  | 6 December 2021  |
| 29(2)(iv) | Added “retain” to have consistency around the concept of attracting or retaining staff.  | 6 December 2021  |
| General   | Changed title of Senate People and Culture Remuneration Sub-Committee to Senate People and Culture Committee.  | 6 December 2021  |