

Name of Policy	Rewarding Excellence in Performance for General Staff Policy	
Description of Policy		
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> Please type brief description of the deletion and specify information to be deleted	
	<i>Insert</i> Please type brief description of the insert and specify information to be inserted	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	06 March 2008

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1. Background Information

The Australian Catholic University recognises the importance of developing excellence and enhancing the performance of its staff in all areas of its activities and operations. In this context, the University has developed strategies to recognise and reward excellence in performance on the part of its General Staff.

2. Policy Statement

The University recognises the value of providing a rewarding career structure for its General Staff by utilising a variety of strategies, one of which is to recognise and reward individual General Staff members on the basis of sustained excellent performance. As part of that commitment, it is University policy that excellent performance on the part of its General Staff members is appropriately recognised and constructively nurtured with relevant reward and support programs.

3. Policy Purpose

The purpose of this Policy is to provide nominated supervisors with the flexibility to recognise and reward excellence in performance by General Staff. This Policy provides a mechanism for rewarding continually high performing staff in the context of the General Staff Performance Development Program.

4. Application of Policy

This Policy shall apply to continuing General Staff of the University and to fixed-term General Staff with contracts extending for a period of one year or more. For a General Staff member to be eligible for recommendation for the payment of a performance bonus they must have been employed for a minimum of 24 months and have completed at least two Performance Plans and two Annual Reviews.

5. Procedures

5.1 General Staff Performance Development Program

The General Staff Performance Development Program (PDP) provides the context within which General Staff performance is assessed and will be the primary basis for the assessment of a staff member's eligibility for a performance-related bonus.

The General Staff Performance Development Program requires the performance of General Staff members to be reviewed and assessed annually. All General Staff Performance Plans and Annual Reviews must be completed each year during a 12 week period that represents Semester 1 (mid-Feb to mid-May), to be known as the General Staff PDP Window.

Where the overall performance of a staff member is assessed as "consistently exceeding expectations" in the context of the Annual Review, the nominated supervisor may recommend that a Performance Bonus be paid to that staff member.

5.2 Conditions

Performance bonuses may only be awarded as the result of a recommendation from the nominated supervisor following an assessment of the staff member's performance as part the annual review of performance under the General Staff Performance Development Program. The performance bonus is a one-off payment. Performance bonuses are to be paid as a non-superannuable lump sum following the annual performance review which led to the recommendation for payment of the bonus.

Performance bonuses will be paid to eligible staff in August of the year in which the recommendation has been made and approved as a result of the Annual Review conducted during the PDP Window.

A General Staff member may be recommended for payment of a Performance Bonus following each year in which they are rated as “consistently exceeding expectations” as a result of an Annual Review.

5.2.1 Amount of Performance Bonus

The amount of any performance bonus will be determined by the University and will be expressed as a percentage of salary. A performance bonus will normally be paid up to a rate of 2.5% of the staff member’s substantive gross annual salary (excluding overtime payments, allowances and employer superannuation contributions).

5.2.2 Recommendation for Annual Performance Bonus

Where a recommendation for a performance bonus is to be made by a nominated supervisor, this shall be done in conjunction with the staff member’s Annual Review under the General Staff Performance Development Program. The Annual Review will be conducted during the General Staff PDP Window (Semester 1 each year).

A nominated supervisor shall submit the recommendation for a performance bonus, via the Executive staff member, to the relevant Core Planning Group member for approval, using the Recommendation for Performance Bonus form.

The recommendation will state:

- The amount of the proposed bonus - up to 2.5% of the staff member’s substantive gross annual salary (not including allowances);
- The nature of the performance of the staff member in sufficient detail to allow the Executive staff member and Executive Planning Group member to evaluate the recommendation;
- Relevant information about the staff member’s remuneration, including their current classification and increment level.

A copy of the latest Annual Performance Review must be attached to the Recommendation.

5.2.3 Allocation of Bonuses within Organisational Units

Funding for Performance Bonuses will come from existing Organisational Unit budget streams. 20% of the normal proportion of the overall number of General Staff in an organisational unit is the maximum proportion of staff who are normally eligible to receive a performance bonus each year.

Should more than 20% of General Staff in an organisational unit be considered eligible for a performance bonus, the total cost of the recommended bonus payments may not exceed half of 1% of the total salary budget for the eligible General Staff in that unit. This may result in a bonus of less than 2.5% of salary being paid to each staff member in that unit who is recommended for a bonus payment.

Responsibility for approving the allocation of performance rewards following recommendation of the Executive Team Members in the relevant line of authority and for determining the organisational level at which the no more than 20% of General Staff is established is vested in the following positions:

- Vice-Chancellor
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Administration and Resources)

5.2.4 Approval

The recommendation for a performance bonus will be considered by the relevant approving officer. If approved, the recommendation will be sent to the Human Resources.

Approvals must be forwarded to Human Resources by the 31st July each year so that processing can be finalised to support payment at the set time.

5.2.5 Implementation

Staff members will be advised in writing regarding their performance bonus by staff of the Human Resources. Performance bonuses will be paid to the staff member as a one-off non-superannuable lump sum payment, with appropriate PAYG tax deducted.

5.2.6 Effective Date

Performance bonuses will be paid to eligible staff by 31st August of the year in which the recommendation has been made and approved as a result of the Annual Review conducted during the General Staff PDP Window.

6. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, staff members should contact the Human Resources Consultant responsible for their campus.



PERFORMANCE BONUS FOR GENERAL STAFF RECOMMENDATION

Staff member name:	Staff No.
Faculty / directorate:	
Current HEW level & step: HEW Step	Current salary: \$
Date of progression to current HEW level & step:	
Date of last annual performance review:	

RECOMMENDATION:

I certify that this General Staff member has:		
1. <input type="checkbox"/> Completed at least two Performance Plans and Annual Reviews <u>and</u>		
2. <input type="checkbox"/> Been rated as 'Consistently Exceeds Expectations' as part of the Overall Performance Assessment in their latest General Staff Performance Development Program Annual Review conducted on / / (date of last Annual Review).		
3. A Performance Bonus of % (up to 2.5% - as a percentage of salary) is therefore recommended.		
4. Briefly outline the nature of the performance that leads to this Recommendation: <i>(Please attach a copy of the latest Annual Performance Review to this Recommendation.)</i>		
Nominated Supervisor:	Name	Signature
Phone	Email	Date

DECISION: This Recommendation is Approved / Not Approved

Reason for decision:

_____ <i>Executive Staff Member</i>	_____ <i>CPG Member</i>
Date	Date

Once this Recommendation Form has been approved, it should be forwarded to Human Resources, MSM, Strathfield by 31st July for processing.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details on how personal information collected on this form will be used and disclosed.