

Employee Lifecycle Policy

Section 1 - Purpose

(1) The purpose of this policy is to outline the principles that RMIT follows in recruiting, remunerating, and managing employees, covering key aspects of the broader employee lifecycle. It supports consistent, fair and transparent practices and ensures compliance with applicable legislation and employment conditions.

(2) This policy provides an overarching framework for managing the employee lifecycle and is intended to be read in conjunction with other policies and procedures that address components of the lifecycle more specifically, including the [Leave and Public Holidays Policy](#), [Workplace Behaviour Policy](#), and [Code of Conduct](#). Further information is available in the Associated Information section.

Section 2 - Overview

(3) This policy outlines the principles and responsibilities to be applied when managing the employee lifecycle.

Section 3 - Scope

(4) This policy applies to all prospective and current employees of the RMIT Group, subject to relevant legislation and employment terms.

Section 4 - Policy

Principles

(5) RMIT is committed to being an employer of choice by attracting, retaining, and developing talent within an inclusive, equitable, and supportive environment.

(6) RMIT recognises [Achievement Relative to Opportunity](#) RMIT prioritises the wellbeing and engagement of all our people.

(7) Consistent with RMIT's broader commitment to safety, integrity and wellbeing across the employee lifecycle, the protection of children and young people from harm and abuse is a shared responsibility across the RMIT community, ensuring child safety is integrated into our leadership, policies, and practices.

Recruitment

(8) RMIT's recruitment practices are designed to be inclusive, bias-aware and accessible, ensuring all candidates are assessed fairly and in a manner that advances RMIT's commitment to diversity.

(9) Recruitment decisions are informed by consistent, transparent, and evidence-based processes that ensure fairness and alignment with RMIT's strategic priorities.

(10) Recruitment supports the development of a capable and future-ready workforce by enabling internal career progression, mobility across RMIT's domestic and global campuses, and by attracting diverse talent that meets current and emerging organisational needs.

(11) All recruitment activities uphold the safety and wellbeing of the RMIT community in accordance with the [Child Safe Policy](#) and the [Gender-Based Violence Prevention and Response Policy](#).

Remuneration

(12) Remuneration is determined through well-governed and equitable processes and is aligned with roles, responsibilities, and relevant market standards, ensuring fairness across the workforce whilst continuing to be financially sustainable for RMIT.

(13) RMIT University's approach to employee remuneration is informed by external market data and aligned with RMIT's size, standing and organisational complexity in comparison with other Australian universities.

(14) RMIT University ensures that remuneration for Senior, Specialist and Executive Employees (SSEE), Senior Executives and the Vice-Chancellor, where remuneration falls outside enterprise agreement remuneration tables, is determined through well defined, documented and robust governance processes.

(15) RMIT University will regularly monitor and analyse remuneration processes, address any unlawful or unfair bias, and implement lawful equity measures that promote gender equity and support under-represented groups.

Managing the Employment Relationship

(16) RMIT establishes and maintains fair, transparent and respectful processes throughout the employment lifecycle, ensuring decisions uphold organisational integrity and comply with relevant legislation.

(17) Employees receive feedback, learning opportunities and professional development to promote growth, engagement, and career progression.

(18) RMIT recognises and respects employees' lawful right to disconnect from work outside their ordinary working hours. RMIT supports employees to balance their work and personal life commitments and acknowledges that employees are not expected to engage in unreasonable work-related communications outside of their working hours, in line with relevant employment legislation and the [Right to Disconnect Procedure](#).

(19) RMIT recognises that the employment relationship may cease for various reasons and ensures compliance with relevant legislation and employment terms.

Responsibilities

(20) The Nomination, Remuneration, People and Performance Committee is responsible for:

- a. monitoring and reviewing RMIT University's remuneration and incentive policies, practices, and performance indicators to ensure alignment with overall business objectives;
- b. approving RMIT University's Remuneration Policy Position for senior management, including benchmarking against sector standards, and monitoring its application;
- c. reviewing and approving RMIT University's remuneration and performance assessments for Senior Executives who report directly to the Vice-Chancellor.

(21) The Vice President, People and Culture or nominated delegate (including for RMIT Group entities) is responsible for:

- a. the review and approval of procedures and resources under this policy to enable its effective implementation;
- b. monitoring and reporting on compliance with this policy and related documents.

(22) The People and Culture team or equivalent has a responsibility to:

- a. undertake regular analysis of workforce lifecycle trends to identify ways to support fair participation and outcomes;
- b. provide training to employees involved in recruitment or managing talent to uphold compliance with equal employment principles and ensure recruitment and selection practices are fair, transparent and anti-discriminatory;
- c. promotes awareness of policies, procedures and resources that support and give effect to this policy and the employee lifecycle at RMIT;
- d. develop and apply recruitment and retention strategies to support retention and promotion of diverse employees.

(23) People Managers are responsible for ensuring that:

- a. they liaise with People and Culture to understand the benefits, requirements, and any restrictions of each Employment Category;
- b. selection panels are, wherever reasonably practicable, gender-balanced and diverse in composition;
- c. opportunities for promotion through internal recruitment and secondment are made available to employees on long-term leave arrangements;
- d. professional development opportunities of direct reports are enabled and managed to ensure access and support for career growth.

Review

(24) This policy is reviewed every five years, at a minimum in accordance with the [Policy Governance Policy](#).

Section 5 - Compliance

(25) Compliance with this policy is monitored by the Vice President, People and Culture.

(26) The Vice President, People and Culture reports breaches of this policy on an annual basis to the University Executive Committee.

(27) Breaches of this policy are reportable via the [Organisational Breach Reporting Form](#) and are managed in accordance with the [Compliance Breach Management Procedure](#).

(28) Provisions for a waiver under this policy suite can only be approved by the Vice President, People and Culture and are reportable to the delegated approval authority.

Section 6 - Definitions

Term	Definition
Achievement Relative to Opportunity	An evaluative framework that recognises and values an employee's, or prospective employee's, accomplishments in the context of the opportunities available to them. It does not involve lowering performance standards or providing special consideration. Instead, it ensures that assessment takes into account factors such as personal circumstances, work arrangements, career history, and the cultural leadership or contributions of Aboriginal and Torres Strait Islander peoples. This approach provides a more equitable and holistic understanding of an individual's performance and potential.

Term	Definition
People Manager	The individual responsible for overseeing and managing an employee's performance, typically the employee's immediate line manager. In cases where an employee reports to multiple managers, one manager should be designated as the performance manager.
Employment Category	The formal classification of employees based on the nature and duration of their employment arrangement and the type of role they perform within the organisation. This includes, but is not limited to, casual, continuing, and fixed-term employment, as well as role-based groupings such as professional employees, academic employees, and vocational education employees, in accordance with the applicable enterprise agreement (or equivalent employment categories applicable to RMIT Group entities). Employment categories are used to determine applicable terms and conditions of employment, including responsibilities, entitlements, and contractual obligations.
RMIT Group	RMIT University and its controlled entities (RMIT Europe, RMIT Online, RMIT University Pathways, RMIT Vietnam).
Remuneration Policy Position	This is defined as the University's position on how it compensates its senior management relative to the external remuneration market, ensuring RMIT is well placed to attract and retain talent.
Senior Executive	An employee who is determined to be such in accordance with the RMIT University Enterprise Agreement 2024 or its successors.
Senior Specialist and Executive Employee (SSEE)	An employee who is determined to be such in accordance with the RMIT University Enterprise Agreement 2024 or its successors.

Status and Details

Status	Future
Effective Date	7th August 2026
Review Date	7th August 2031
Approval Authority	Manager, Central Policy
Approval Date	6th August 2026
Expiry Date	Not Applicable
Policy Owner	Gaynor Witts Vice President, People and Culture
Policy Author	Stephen Morrison Director, Strategic Workforce Advisory
Enquiries Contact	People Connect