

Remuneration Procedure

Section 1 - Purpose

(1) This procedure establishes the operational framework for the determination and administration of remuneration, including superannuation and allowances, for employees at RMIT University.

(2) Remuneration principles set out in the [Employee Lifecycle Policy](#) are implemented through this procedure to ensure that remuneration decisions are fair, equitable, and consistently applied across each Employment Category.

Section 2 - Authority

(3) Authority for this document is established by the [Employee Lifecycle Policy](#).

Section 3 - Scope

(4) This procedure applies to all employees of RMIT University. It does not apply to employees of RMIT controlled entities.

(5) The application of provisions within this procedure is determined by Employment Category. The procedure includes a range of allowances, each of which is subject to its own eligibility requirements, conditions and approval processes.

Section 4 - Procedure

Salary Rates

(6) Salary rates for employees are outlined in the relevant enterprise agreement and/or the terms and conditions of the employee's contract of employment.

Incremental Progression

(7) An employee will normally progress through an incremental salary scale of their classification on the anniversary of their appointment to their current position subject to any provisions detailed in the relevant RMIT enterprise agreement.

(8) A salary increment may be deferred or a demotion applied in accordance with the relevant enterprise agreement due to unsatisfactory performance, misconduct or serious misconduct.

Senior Leadership Remuneration

(9) For RMIT University employees engaged as a Senior, Specialist and Executive Employee (SSEE), Senior Executive, and the Vice-Chancellor, the Remuneration Policy Position and annual remuneration are approved in accordance with the responsibilities set out in the [Employee Lifecycle Policy](#) and the [Delegations of Authority Policy](#).

(10) In determining remuneration adjustments, consideration is given to:

- a. the defined Remuneration Policy Position for remuneration;
- b. the financial position of RMIT;
- c. broader external remuneration trends;
- d. the external financial environment, including inflation (CPI) and cost-of-living factors; and
- e. enterprise agreement increases for non-SSEE employees.

(11) Governance of SSEE, Senior Executives and the Vice-Chancellor's remuneration include the following:

- a. remuneration must comply with all relevant legislation and applicable standards;
- b. remuneration, including at appointment, out of cycle adjustments, and other remuneration related changes, are managed in accordance with the [Delegations of Authority Policy](#);
- c. annual assessment of executive remuneration ranges, considering a broad range of factors, including sector benchmarking;
- d. annual review of SSEE remuneration to assess and approve the overall level of remuneration adjustments, subject to eligibility requirements;
- e. reporting of Senior Executive and Vice-Chancellor remuneration will be in the form of set remunerations bands unless otherwise required by legislation.

Superannuation

(12) Employer superannuation contributions for all employees are made in accordance with the relevant enterprise agreement, individual employment contracts, and legislative requirements.

(13) Employees may exercise flexibility regarding employer contributions only where permitted under the relevant enterprise agreement, or employment contract, subject to the superannuation fund rules.

Allowances Overview

(14) The allowances available to employees are outlined in Table 1. Certain allowances may not apply to all employee types, such as casual employees, and some are subject to eligibility requirements and/or RMIT's discretion. General provisions apply unless stated otherwise.

Considerations for Allowance Approval or Review

(15) When considering the commencement, continuation, or adjustment of an allowance, the factors taken into consideration include:

- a. whether the employee is regularly meeting satisfactory performance and behaviour standards;
- b. alternative methods of recognition and whether the allowance remains the most appropriate approach;
- c. alignment of the allowance with external factors, including market benchmarks and consistency across RMIT for similar positions;
- d. when reviewing an allowance, the original rationale and any relevant changes.

Calculation and Payment

(16) Allowances shall be calculated on an annual basis and paid as an equivalent fortnightly amount for the approved period.

(17) Allowances in Table 1 are superannuable and included in the calculation of annual leave loading.

(18) The allowance ceases when the employee no longer performs the relevant duties, no longer holds the position, or

where the circumstances or justification under which the allowance was approved no longer apply.

Allowance Entitlements During Leave

(19) Allowances will generally continue during periods of paid leave, provided the allowance remains in effect.

(20) An allowance may cease during extended leave if the circumstances, duties or responsibilities that warranted the allowance are reassigned.

Performance Requirements

(21) Commencement and retention of an allowance is contingent upon satisfactory performance and behaviour, at a minimum.

(22) Where an employee is not meeting the inherent requirements of their position and has commenced a Performance Improvement Plan in accordance with the Performance Improvement Procedure, the allowance shall be subject to immediate review and may be discontinued at RMIT's discretion.

Table 1 - Allowances. The table below specifies the allowances that may be available to employees, subject to eligibility requirements.

Allowance Type	Maximum Term	Further Information
Academic and Teaching Leadership Allowance Provided to Academic and Vocational Education employees who undertake roles with additional leadership responsibilities for example, Deputy Dean, Associate Dean, Head of Department, Director and Program Manager.	Aligned to the term during which academic and teaching leadership responsibilities are undertaken. To be reviewed if circumstances change (e.g. Academic Promotion).	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page
Academic Merit Allowance Academic employees whose contributions are critical to achieving strategic objectives in teaching, research, or leadership, or who deliver exceptional value to RMIT's academic services and whose loss would have a detrimental impact on the University.	Up to 3 years	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page
Distinguished Professor Allowance A prestigious honour awarded to recognise sustained outstanding performance for academic employees.	Determined at the University's discretion.	For further information please refer to the RMIT Distinguished Professor Award Guideline
Higher Duties Allowance (Academic, Professional and Vocational Education) Applies when temporarily acting in a higher classified position or when taking responsibilities beyond the scope of the current classification. Minimum periods are as per the relevant enterprise agreement.	Up to 2 years For extended periods, consideration should be given to secondment arrangements where applicable.	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page
Industry Allowance Training (Vocational Education) Employees with substantial industry experience who have not yet attained the teaching qualification required under the Vocational Education classification structure and commit to completing the Diploma of VET or an equivalent qualification within a specified timeframe.	Up to 2 years	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page

Allowance Type	Maximum Term	Further Information
Industry Allowance Market (Vocational Education) Employees in identified skill-shortage areas where a loading is required to attract or retain capability in the market.	Up to 2 years	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page
Market Allowance (Academic and Professional) To address gaps between enterprise agreement salary rates and external market demands.	Up to 3 years	For further information on how to initiate this request, please refer to the RMIT Website: Compensation and Allowances page

Section 5 - Compliance

(23) Compliance with this procedure is managed by the Vice President, People and Culture.

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

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

Section 6 - Subordinate Documents

[RMIT Distinguished Professor Award Guideline](#)

Section 7 - Definitions

Term	Definition
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. Employment categories are used to determine applicable terms and conditions of employment, including responsibilities, entitlements, and contractual obligations.
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
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Approval Authority	University Executive Committee
Approval Date	6th August 2026
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Policy Owner	Gaynor Witts Vice President, People and Culture
Policy Author	Swati Gupta Executive Director, People and Culture
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