
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1206**

ISSUE DATE: 03/05/99

TITLE: **STAFF EMPLOYMENT POLICIES**

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Pay Review Policy for Staff on Individual Contracts other than the Principal and Associate Principal

RATIONALE:

That the pay and conditions of employment of staff on individual employment contracts is the responsibility of the Board of Trustees.

It is the responsibility of the Board to act as a good employer.

PURPOSE:

The purpose of the policy is to establish a clearly documented pay policy and review process of conditions of employment and remuneration for staff other than the Principal and Associate Principal who are on individual contracts.

The Business Manager should ensure that all staff on individual contracts are appraised of this policy at the commencement of their employment at the college.

It is likely that, despite the best intentions, there may be specific factors affecting individual staff that require further clarification and understanding. Where any difficulties arise from the interpretation or application of this Pay Review Policy, the employee and Business Manager are encouraged to discuss these in an endeavour to reach a mutual understanding and resolution, preferably prior to the commencement of the review period.

GUIDELINES:

1 Factors Governing the Review Process

- The review be consistent with the provisions of the individual contract and job description of the employee;
- That the achievements of the employee be measured against the goals of the position described in the job description or as otherwise specified in writing;
- That it recognises the gaining of additional skills and knowledge which are used in carrying out the job, and recognises on the job experience;
- That it recognises the ease or difficulty in recruiting and/or retaining the specific skills and/or experience required for the position.

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2 The Process of Review

The pay of the staff other than the Principal and Associate Principal on individual contracts will be reviewed by the Business Manager and delegated staff. An overview of the process will be conducted by the Board of Trustees member whose designated responsibility is contracts. The Business Manager will discuss pay and conditions of the associate staff on individual contracts within 30 days of the completion of the annual review. The performance review will be measured against the duties and responsibilities laid down in the contracts and job descriptions of the associate staff. The review should be on or as close as possible to 1 April, and any agreed pay increase should be from this date. Any recommendations from the meeting(s) following the annual performance review and pay review will be put before the Finance Subcommittee of the Board of Trustees, and if approved, ratified by the full Board.