



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 2.2

Salary

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POLICY

St Patrick's Technical College's policy is to maintain a salary and compensation policy which recognises employee job performance as well as providing flexible working conditions. The purpose of the policy is to:

- provide positive incentives for outstanding performance;
- provide flexibility that satisfies not only the employee's needs, but also that of the College;
- provide strong financial motivation for employees at all levels;
- maintain equitable salaries among individual employees; and
- keep pace with competitive compensation in comparable job markets.

The goal of the College is to attract and retain above-average performers, and we believe a competitive salary and compensation package contributes to that goal.

GUIDELINES

1. St Patrick's Technical College administers a salary and compensation structure which fairly and equitably compensates all employees, and which rewards employees for achieving productivity and performance standards.
2. Employee salary at St Patrick's Technical College is determined as follows:

Management

Employment Contracts that specify the terms and conditions of their employment, in particular, salary, entitlements and performance based incentives.

Teaching and Education Support Officers (ESO's)

Linked to the South Australian Catholic Schools Enterprise Agreement.

3. Entry or base salaries are determined by reference to the position, previous experience, competitive salaries in comparable job markets and maintaining equity with the base salaries of existing employees. The College maintains records of the salary ranges for all categories of jobs within the College, which are computed with reference to these factors.
4. The principle guiding subsequent salary adjustments is to consider review of salary within an established range, taking into account recognition of an individual's performance. The determination of subsequent salary adjustments is evaluated with reference to:-
 - competitive market salaries;
 - the employee's responsibilities;
 - job performance (including attendance, task performance, results achieved);
 - job knowledge; and
 - quality and quantity of work.



5. Salary review may occur on an annual basis. Actual salary adjustments will occur only if warranted by satisfactory employee performance. (Refer Policy 3.13, Performance Management.)
6. A performance appraisal of all employees must be conducted within one month prior to the determination of salary review.
7. Salary adjustments will be determined following consultation between supervisors, managers, Business Manager and the College

RELATED POLICIES

- *3.4 – Job Descriptions*
- *3.9 – Staff Development*
- *3.13 – Performance Management*