

# Employee Benefits Procedure

## GOVERNING POLICY

This Procedure is made under the Remuneration and Benefits Policy (MP1223) (**Policy**).

## SCOPE

The University offers sector leading benefits to its employees. This Procedure applies to all employees with some exceptions due to employment type.

## PROCEDURE

### Part 1 - Salary Packaging

Employees engaged in continuing or fixed-term employment may enter into a salary packaging arrangement, subject to University approval and compliance with applicable legislation and Australian Taxation Office (ATO) requirements.

#### 1.1 Salary packaging arrangements

- 1.1.1 The University offers salary packaging on superannuation, motor vehicles and e-bikes (novated leasing), car parking, childcare, laptop and portable electronic devices, airport lounge memberships (e.g. Qantas Club), education and course fees, sporting facilities and clubs. Relevant information for employees is published on the [Staff Hub Salary Packaging](#) page (e.g. documentation substantiation requirements, taxation issues/status etc.).
- 1.1.2 Employees are responsible for understanding the financial and taxation implications of entering a salary packaging arrangement and should seek independent advice where required. The University does not provide financial advice.
- 1.1.3 Employees must submit applications in accordance with the “How to Apply” instructions on the Staff Hub.
- 1.1.4 Salary packaging arrangements will only commence once approved by the University and processed by Payroll.
- 1.1.5 Information on salary packaging deductions is provided on pay slips for employees to review and should notify Payroll of any discrepancies or concerns.
- 1.1.6 An employee may amend or discontinue a salary packaging arrangement by providing the University a minimum of 20 working days’ written notice and changes will take effect from the following pay cycle or as soon as practical – email: [PAYROLL ENQUIRIES <payroll-help@unimelb.edu.au>](mailto:PAYROLL_ENQUIRIES<payroll-help@unimelb.edu.au>).

### Part 2 - Staff Discounts

#### 2.1 University Fee Discount Scheme

- 2.1.1 Eligible employees may access the University Fee Discount Scheme (Scheme) which provides a fee reduction on certain University courses for employees and their immediate family members in some instances, as applicable.

- 2.1.2 Eligibility, approved courses, application requirements and exclusions are governed by the Staff Development, Education and Training Procedure (MPF1149).
- 2.1.3 Employees seeking to access the scheme must comply with the application and enrolment requirements outlined in MPF1149.
- 2.1.4 Further information, including application forms and process requirements, is available in the Staff Development, Education and Training Procedure (MPF1149).

## **2.2 Other Staff Discounts**

- 2.2.1 The University provides a range of staff discounts including, but not limited to travel, communications and health insurance.
- 2.2.2 Employees may access available discounts via the Staff Discounts Staff Hub page or the relevant provider platform (e.g. saive), in accordance with the instructions provided.
- 2.2.3 Employees are responsible for reviewing the terms and conditions of each benefit offering, including eligibility criteria and any associated costs.
- 2.2.4 The University may amend, vary or withdraw staff discount offerings at its sole discretion, from time to time.

## **Part 3 - Wellbeing, Leave and Flexible Work**

### **3.1 Employee Assistance Program (EAP)**

- 3.1.1 The Employee Assistance Program (EAP) provides independent and confidential support services and resources to all employees. The program includes a range of short-and longer-term services, with a focus on wellbeing and prevention.
- 3.1.2 Employees may access the EAP at any time. No approval is required and the program is provided at no cost to employees.
- 3.1.3 EAP services include an urgent telephone line, counselling, manager support, financial management coaching support, legal advice, nutritional coaching, Indigenous Cultural Assist and Response for Employees (ICARE), wellbeing Gateway App.
- 3.1.4 Support services are available via telephone, video consultation, online chat or in-person appointments.
- 3.1.5 To make an appointment follow the instructions on the Staff Hub Employee Assistance Page, select a preferred service type, date/ time and confirm the booking directly with the EAP provider.

### **3.2 Leave**

- 3.2.1 The University provides a range of leave provisions to support the health, cultural and personal needs of employees.
- 3.2.2 In addition to statutory leave entitlements, the University provides a range of additional leave types, including, but not limited to, paid parental leave, Indigenous cultural responsibilities leave, gender affirmation leave, special leave, family and domestic violence leave and volunteering leave.
- 3.2.3 Further information, including eligibility and evidence requirements, are outlined in the Leave Policy (MPF1343).

### 3.3 Flexible work arrangements

3.3.4 The University supports employees to access both informal and formal flexible work arrangements (FWA).

3.3.5 Flexible work arrangements may include changes to hours, work patterns or location of work.

3.3.6 Requests for informal and formal FWAs are distinct and are assessed in accordance with different criteria and processes.

3.3.7 Further information is available in the Flexible Work Arrangements Policy (MPF1374).

## Part 4 - Other Benefits

### 4.1 Staff welfare fund

4.1.1 The following process applies where an individual experiencing acute hardship or exceptional circumstances may seek financial assistance from the Staff Welfare Fund:

- a) the applicant must first contact their immediate Supervisor (**'sponsor'**) or Human Resources team member (**HR**), to discuss the circumstances for which assistance is required
- b) the applicant or HR, on behalf of the employee, must then email (marked *'Private and Confidential'*) the Chief People Officer (**CPO**), including copy to the sponsor, setting out:
  - i. the purpose of the assistance
  - ii. the amount sought
  - iii. proposed details of repayment (e.g. salary deductions over a specified period)
- c) the sponsor will then make a recommendation to the CPO concerning the request
- d) an interview will be arranged with the approver and the applicant to ascertain the financial situation and context of the support required

4.1.2 Subject to sections 4.1.1 (b)-(d), the CPO will make a decision concerning the request, including the financial amount, type of assistance and conditions that may be approved.

4.1.3 If assistance is approved, an agreement is signed, noting that the:

- a) University will retain the signed agreement on file and a copy should also be held by the applicant
- b) signed agreement will serve as the necessary authority to make subsequent deductions from the employee's pay, subject to the agreed method of repayment

4.1.4 For a new employee from a country outside Australia, a loan of not more than one month's salary may be applied upon commencement of the appointment, on the following conditions:

- a) the loan is repayable by fortnightly deductions from the employee's salary during the first year of service
- b) where the appointment is less than one year, the loan is repayable by a salary deduction of the total amount, during or prior to, the last month of service

### 4.2 Professional accreditation and memberships subscriptions

4.2.5 Where professional accreditation and/or membership subscriptions are reasonably required for the performance of an employee's role, the University will generally fund the associated costs, however if not essential to perform the role, the University may apply discretion.

- 4.2.6 An employee seeking University funded professional accreditation and/or membership subscriptions (payable in part or in full) must obtain written approval from their supervisor, the supervisor's manager (2-up) and Executive Director.
- 4.2.7 In reviewing a request under section 2.2 above, approvers must ensure that the request meets one or more of the following criteria:
- a) professional accreditation or membership is required to perform the role or is a condition of employment
  - b) professional accreditation or membership benefits the University
  - c) professional accreditation or membership is provided as a recognition and/or retention benefit
- 4.2.8 Where corporate membership is not available, individual personal membership may be approved on behalf of the department, where it provides demonstrable benefit to the department beyond that of the individual (e.g. for receipt of a journal that is placed in a departmental collection).
- 4.2.9 The University may elect to cease payment of professional accreditation and/or membership subscriptions at any time. For fixed-term employees, payment of professional accreditation or membership subscriptions will cease upon the expiry date of the employment contract.

### 4.3 Living away from home allowance

- 4.3.1 A Living Away From Home Allowance (**LAFHA**) may be paid to an eligible employee who is required to live away from their home in Australia for a period of more than 21 days, up to maximum of 12 months. Supervisors should seek assistance from their Human Resources team member, HR Assist and if required, the Director Remuneration & Benefits, to determine the appropriate LAFHA arrangements for their employees' particular circumstances.

### RELATED DOCUMENTS

- University of Melbourne Enterprise Agreement
- Remuneration and Benefits Policy (MPF1223)
- Staff Development, Education and Performance Policy (MPF1227)
- Staff Development, Education and Performance Procedure (MPF1149)
- Leave Policy (MPF1343)
- Flexible Work Arrangements Policy (MPF1374)

### RESPONSIBLE OFFICER

[Position title of Responsible Officer]

### IMPLEMENTATION OFFICER

[Position title of Implementation Officer]

### REVIEW

This procedure is due to be reviewed by [insert date not more than 3 years from date of approval].