



Reward and Recognition policy

Section 1 - Preamble

(1) This Policy is effective from 2 June 2021.

Section 2 - Purpose

(2) This Policy governs the means by which service and performance by staff in the conduct of their duties may be rewarded and recognised.

Section 3 - Scope

(3) This Policy applies to all staff of the University. This Policy is pursuant to the [Employment of Staff policy](#).

Section 4 - Policy

(4) The University values the service, positive performance, demonstration of behaviours aligned with the University's values and outstanding achievements of its staff and recognises and rewards staff in a range of ways.

(5) The University recognises staff who have maintained employment at the University for significant periods of time through service awards, as specified in the [Staff Awards procedure](#).

(6) The University recognises staff for significant achievements and positive contributions to the achievement of the University's strategic, teaching and research goals through promotions, professional support and a range of professional development programs.

(7) All managers are responsible for identifying high performing staff, as assessed through the Performance Planning and Review process and, for Academic staff, through [Schedule A: Principles for Applying and Assessing Achievement Relative to Opportunity](#) of the [Diversity, Equity and Inclusion policy](#). Where appropriate, managers can nominate or support applications for awards, performance bonuses, accelerated salary increments, personal classifications, promotions and other non-monetary rewards.

(8) Human Resources Division will advise heads of organisational units annually of the eligibility criteria and processes relating to the University's [performance bonus system](#).

Section 5 - Procedure

(9) There is no attendant procedure.

Section 6 - Definitions

(10) For the purpose of this Policy:

- a. Principles for Assessing Achievement Relative to Opportunity: provides a method for making merit based assessments while taking into account how circumstances can affect the productivity and the opportunities available (see [Schedule A: Principles for Applying and Assessing Achievement Relative to Opportunity](#)).

Status and Details

Status	Current
Effective Date	2nd June 2021
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Expiry Date	To Be Advised
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