

DATED

May 2016

TUTAKI YOUTH INCORPORATED

REMUNERATION POLICY

Tūtaki Youth Inc. Trust

POLICY: REMUNERATION

Date First Issued:	May 2016
Review Dates:	Not applicable
Next Review Date:	May 2018
Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
Version:	1
Pages:	3

1. Purpose

The purpose of this policy is to ensure that all employees of Tūtaki Youth Inc. are fairly and equitably remunerated. The policy recognises that the appropriate remuneration for staff is an important component of the successful recruitment and retention of high calibre staff.

2. Policy Application

This Remuneration Policy applies to all permanent personnel who are an employee of Tūtaki Youth Inc.

This policy applies to all part time and full time employees and staff with fixed term contracts except that, in the case of staff with fixed term contracts, the remuneration review components will apply only where provision is made in the contract for a review.

The policy does not apply to casual staff or contractors.

3. Policy Definition

Employee is as a person who holds an Employment Agreement, as defined by the Employment Relations Act 2000, between themselves and Tūtaki Youth Inc.

4. Policy Statements

4.1. Remuneration Principles

The Remuneration Policy is guided by the following principles.

4.1.1. The setting and review of an employee's remuneration will take into account:

- a) the responsibilities and competencies required of an employee;
- b) the level of experience and competency an employee brings to a position;
- c) the actual performance delivered by an employee;

- d) the need for consistency and fairness across all employees;
- e) the operating budget for Tūtaki Youth Inc. and the provision set aside for salaries and other rewards;
- f) relativity to similar positions; and
- g) any other recruitment and retention factors.

4.2. Organisational review of remuneration levels

- 4.2.1. Overall remuneration levels will be reviewed, no less than every three years to ensure that they reflect the wider employment market and job environment.
- 4.2.2. Tūtaki Youth Inc. may engage the services of an independent assessor to moderate the salary levels.
- 4.2.3. The General Manager of Tūtaki Youth will report to the Board the outcomes of the review of remuneration levels.
- 4.2.4. The Board shall decide the overall level of affordability of the salary review.

4.3. Staff remuneration process

- 4.3.1. Remuneration reviews will be undertaken for all staff covered by this policy.
- 4.3.2. Remuneration reviews are performance based and reward staff for their individual and collective contribution to the overall purpose, objectives and values.
- 4.3.3. Remuneration levels are reviewed annually, following an annual performance review, even if the outcome is no adjustment.
- 4.3.4. The review shall be conducted as part of the overall annual review of staff performance. Except in the case of the General Manager of Tūtaki Youth Inc., which shall be conducted by the Board, the staff remuneration process will be undertaken by the employee's line manager.
- 4.3.5. When setting and reviewing remuneration, Tūtaki Youth Inc. will have regard to the overall salary budget for the organisation and the total remuneration and rewards i.e. other benefits and rewards.
- 4.3.6. Where possible, remuneration levels will be comparable to the wider market, so facilitating the recruitment and retention of high calibre staff.

5. Further Information

Employment Relations Act 2000.