



CATHOLIC ARCHDIOCESE OF MELBOURNE

**Pastoral Associate
Remuneration setting and review**

1 December 2016

Purpose

To promulgate a framework relating to the setting and review of remuneration for Pastoral Associates.

This policy is not a term of any contract, including any contract of employment. This policy may be varied by the Archdiocese from time to time.

Background

This framework arose out of the work of the Pastoral Associates Review Reference Group established by the Archbishop in late 2003, to among other matters review remuneration arrangements for employee Pastoral Associates.

The remuneration levels were determined

1. after a work value analysis of a cross section of employee Pastoral Associate positions and having regard to a similar exercise undertaken in the Adelaide diocese in 2003, and
2. having regard to market rates applicable to positions at that value in the employment market.

Application

This framework applies to Pastoral Associates using

1. the Pastoral Associate Employment Agreement, or
2. the Model Agreement for the engagement of Religious Pastoral Associates.

Both can be located at <http://www.cam.org.au/policies>

Processes for employees

1. The salary ranges are set out in schedule 1. They are adjusted annually by the Human Resources Office based on market rate data and the new rates of pay apply from 1 January in the following year.
2. The remuneration range matrix as set out in schedule 2 is used for the setting and review of remuneration.
3. It is recommended that salaries be reviewed annually in January. Factors used to assess whether an upward adjustment is warranted are:
 - Salary range movement over the previous twelve months (refer to schedule 1).
 - The performance of the employee over the previous twelve months.
4. Salary increases should be neither automatic nor inevitable. Performance should be of the essence.
 - The passing on of salary range movement as identified in schedule 1 should occur where performance is steady as this maintains the status quo.
 - Overall, salaries should cluster around mid points. Levels beyond mid point of the ranges should be the exception rather than the rule.
 - In all cases, any increase should not take the pay rate in excess of the maximum of the range.

Processes for religious

1. The stipend payments for religious are set out in schedule 3. It is adjusted annually by the Archbishop on the recommendation of the Standing Committee on Religious Stipends and the new rate applies from 1 January in the following year.

Salary ranges for employees

Grade 1 as defined in the Pastoral Associate Position and Accreditation Standards

Year	Minimum \$ pa	Mid point \$ pa	Maximum \$ pa	Range Movement (from previous year)
2007	42,011	44,222	46,433	3.35
2008	43,378	45,661	47,944	3.25
2009	45,668	48,071	50,475	5.28
2010	46,729	49,189	51,648	2.33
2011	48,197	50,734	53,271	3.14
2012	\$50,856	\$53,533	\$56,209	5.52
2013	\$52,985	\$55,773	\$58,562	4.19
2014	\$54,966	\$57,859	\$60,752	3.74
2015	\$57,331	\$60,349	\$63,366	4.3
2016	\$58,765	\$61,857	\$64,950	2.5
2017	\$60,352	\$63,527	\$66,704	2.7

Grade 2/Senior Pastoral Associate as defined in the Pastoral Associate Position and Accreditation Standards

Year	Minimum \$ pa	Mid point \$ pa	Maximum \$ pa	Movement (from previous year)
2007	48,091	50,622	53,153	4.06
2008	49,859	52,484	55,108	3.68
2009	52,492	55,254	58,017	5.28
2010	53,712	56,539	59,366	2.33
2011	55,399	58,315	61,231	3.14
2012	\$58,455	\$61,532	\$64,608	5.52
2013	\$60,902	\$64,107	\$67,312	4.19
2014	\$63,180	\$66,505	\$69,830	3.74
2015	\$65,898	\$69,366	\$72,835	4.3
2016	\$67,545	\$71,100	\$74,656	2.5
2017	\$69,369	\$73,020	\$76,672	2.7

1. Part time annual salaries are calculated by dividing the annual salary by 76 (full time working hours per fortnight) then multiply this rate by the agreed hours the part time worker will work in the fortnight.
2. Hourly rates for casuals are calculated by dividing the annual salary by 26 (fortnights) and then 76 (full time working hours per fortnight). To that add a 25% loading in lieu of annual and personal leave.

Remuneration range matrix

	PERFORMANCE CONSIDERATIONS	MARKET CONSIDERATIONS
105% RANGE MAXIMUM	<p>⇐ Outstanding performer</p> <p>⇐ Extensive experience highly promotable</p>	Highly specialised skills, scarce and critical to parish outcomes
	<p>⇐ Very experienced superior performer</p> <p>⇐ Competent performer</p>	Need to make a pay offer sufficient for person to move
100%	<p>⇐ Experienced , eg 2 years in the position adequate performance but capable of further development</p>	
	<p>⇐ Inexperienced employee or showing marginal performance</p> <p>⇐ Recent appointee</p>	Able to complete satisfactorily in the market
95% RANGE MINIMUM		

Stipend payments

Year	Stipend	Recommended minimum
2007	\$37,589	\$24,809
2008	\$38,812	\$25,874
2009	\$40,861	\$27,240
2010	\$41,811	\$27,874
2011	\$43,124	\$28,749
2012	\$45,503	\$30,335
2013	\$47,407	\$31,605
2014	\$49,180	\$32,787
2015	\$51,296	\$34,198
2016	\$52,579	\$35,053
2017	\$53,999	\$35,999