

# GUIDELINE TO COUNTEROFFERS

**Guideline Owner: People and Culture**

**Keywords: Employment, Promotion, Negotiated Salary**

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## 1. INTENT

The University will consider a counteroffer to exceptional staff members (both professional and academic), who have received an alternative job offer and the University wishes to retain the employee.

## 2. ORGANISATIONAL SCOPE

All ECU staff

## 3. DEFINITIONS

TERM	DEFINITION
Director, P&C	Director, People and Culture, ECU
University	Edith Cowan University

## 4. GUIDELINES CONTENT

4.1 Counteroffers are only to be made in exceptional circumstances, in order to avoid the loss of a valuable employee and if:

- a) There is an academic and/or financial case in favour of the appointment;
- b) The staff member has consistently demonstrated outstanding performance as reflected in their performance management plans;

- c) The staff member would be judged to be outstanding if being assessed through the normal processes associated with an advertised position or through Academic Promotion at that level at the University; and
  - d) The position can be sustained financially at the higher level salary.
- 4.2 Endeavours have been made to understand the employee's motivations in seeking employment outside of the University with other possible options genuinely considered. Counteroffers cannot be used for reward and recognition or performance management purposes.
- 4.3 The appropriate School/Centre and/or external body will fund the cost of appointments made through this process.
- 4.4 Throughout the appointment process due regard must be given to the University's commitment to equity and gender equality.
- 4.5 Approval of counteroffers is made by either the Vice-Chancellor, or Senior Deputy Vice-Chancellor, in accordance with the HR Delegations.
- 4.6 Counteroffers (including success rate) will be reported on an annual basis to the University Remuneration Committee.

#### **For Managers – How to Respond to a Counteroffer**

- Step 1.** Counteroffer proposals need to consist of the following:
- a. A copy of the staff member's full and current curriculum vitae;
  - b. The names of two referees, including institution/organisation, position title, addresses, telephone numbers, and e-mail addresses;
  - c. A statement from the Executive Dean, Dean or Director indicating the importance of the staff member to the University, why a counteroffer should be made, and the amount of the proposed counteroffer; and
  - d. Clear written evidence of the nominee's external offer of employment.
- Step 2.** Counteroffer proposals need to be submitted by the relevant Executive Dean, Dean or Director via Manager, People Services Team to:
- a. the Vice-Chancellor via the Senior Deputy Vice-Chancellor for counteroffer proposals for a Professor (Level E);
  - b. the Senior Deputy Vice-Chancellor for counteroffer proposals for an academic below Professor (Level E); or
  - e. the Senior Deputy Vice-Chancellor via the Director, P&C for counteroffer proposals relating to a professional staff member (incl. HEW 10).
- Step 3.** A review of the counteroffer proposal will occur and determined whether a counteroffer will be made along with the terms and conditions of any counteroffer. The Vice-Chancellor and the Senior Deputy Vice-Chancellor may seek additional advice or information from a School, Service Centre or an external source in making their decision.

**Step 4.** The outcome to the counteroffer proposal will be communicated by the Executive Dean, Dean or Director to the staff member following the decision of the Vice-Chancellor or Senior Deputy Vice-Chancellor (as applicable).

**Step 5.** Where approval to proceed with a counteroffer is made an Appointment form / Request for Contract is completed and endorsed by the Executive Dean/Dean/Director with approval signature of the Senior Deputy Vice-Chancellor or Vice-Chancellor as per HR Delegations. The Appointment form is sent to People Services for a contract to be generated.

## **5. RELATED DOCUMENTS/ APPENDICES:**

Guide to Allowances and Recognition Payments.

## **6. CONTACT INFORMATION**

For queries relating to this document please contact:

Guidelines Owner	Manager, People and Culture Services
All Enquiries Contact:	People@ecu.edu.au
Telephone:	08 6304 5995