

DOCUMENT HRPR021

Salary Sacrifice Procedure

This document is to be provided to Staff upon Commencing Employment and reinforced at the Employee's Exit Interview

Document Information and Revision History			
Document Owner		Community Connection Incorporated	
Approved By		Manager	
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Last Review	Date to be Reviewed	Review Team	Nature of amendment
20.07.17	20.07.20	CCI Management Team	Initial Issue

1. OFFER OF SALARY SACRIFICE

1. Lifestyle Assistants are offered the option of Salary Sacrifice after 3 months of employment with Community Connection Incorporated.
2. Members of the Management Team are offered the option of Salary Sacrifice upon commencing employment with Community Connection Incorporated.
3. The Salary Sacrifice Option is provided in the form of a MasterCard Salary Benefit Card through Community Sector Banking with the Bendigo Bank. While the Benefit Card is issued in the name of the employee, the account itself is that of Community Connection Incorporated.
4. A total of up to \$610 per fortnight may be nominated towards the employee's Salary Benefit Card; this amount is not taxed and forms part of a fringe benefit offered by Not-for-Profit organisations such as Community Connection Incorporated.
5. The Salary Benefit card allows employees to make payments with their card as part of their fringe benefits, instead of their taxable income, whilst also keeping track of spending and managing tax requirements.
6. Funds on the card may only be used via the MasterCard Debit function and cannot be transferred to another bank account or withdrawn as 'cash'.
7. Once the employee ceases employment with Community Connection Incorporated; a time frame is negotiated to allow the employee to spend the funds remaining on the Salary Benefit card. Any amounts remaining that have not been spent will return to Community Connection Incorporated so the funds meet ATO requirements and are taxed accordingly. Failure to do so, does not allow the funds to comply with the true theory behind Salary Sacrifice.