



HR Policy Manual Amendments to comply with USQ Certified Agreement 2005-2008 and HEWRR Criteria

Policy	Changes
Part A Introduction	
A1 About the Manual	<ul style="list-style-type: none"> Deleted reference to “union” and replaced with “nominated” representatives. Replaced old Agreement/s reference with new.
A2 Delegations	No change
Part B USQ Organisation & Management	
B1 University Vision Statement & Mission	No change
B2 Organisational Structure	No change
B3 USQ Certified Agreement: An Introduction	<ul style="list-style-type: none"> Changed Aim of Agreement, Period of Operation, Parties Bound, Awards & Inconsistencies. Added reference to AWA’s.
B4 Human Resources Strategic Plan	<ul style="list-style-type: none"> Changed “relevant Unions” to “employees, and where they choose, their nominated representatives” in Strategy B4.3.6.
B5 Human Resources Operational Plan	<ul style="list-style-type: none"> Changed “relevant Unions” to “employees, and where they choose, their nominated representatives” in Employee Relations Goal.
B6 Human Resources Directory of Services	No change
Part C Working Environment	
C1 Code of Conduct	<ul style="list-style-type: none"> Addition of Indemnity reference under Section 6 ‘Public Comment Relating to University Matters’ and Intellectual Freedom reference under Section 3 ‘Professional Conduct’.
C2 Equal Opportunity	<ul style="list-style-type: none"> Removal of reference to “neutral third party”, “workplace colleague, union representative

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		<p>or other support person” and replacement with “nominated representative ”throughout. Added definition of “nominated representative”.</p> <ul style="list-style-type: none"> • Deletion of reference to Awards in Racial Discrimination complaints procedure.
C3	Workplace Health and Safety	No change
C4	Alcohol and Drugs on University Sites	No change
C5	Extra Remunerative Activity Undertaken by USQ Employees	No change
C6	Intellectual Property	<ul style="list-style-type: none"> • Change to IP Committee membership to ensure equal union and employee representatives.
C7	Children on Campus	<ul style="list-style-type: none"> • Replaced old Agreement/s reference with new. • Added Springfield campus.
Part D Recruitment & Appointment		
D1	Position Establishment	No change
D2	Position Descriptions	<ul style="list-style-type: none"> • Title change to become “Position Descriptions and Position Classification Standards (PCSs)”. • Added 4 new attachments – PCSs for Academic, General, Foundation/UniPrep and English Language Teaching Employees. • Added new Reasonable Duties statement for inclusion in all PDs. • Included references to PCSs within body of procedures explaining intent and purpose.
D3	Recruitment and Selection	No change
D4	Casual Appointments	<ul style="list-style-type: none"> • Deleted “for a maximum period of up to one month” for general employees. • Added minimum period of engagement for general employees (3 hours except PALS and PROCTORS). • Deleted “an equivalent workload of less than 0.2 fraction” for academic employees. • Added description of circumstances in which casual academic employment will normally be used. • Added requirement for specific documentation to be provided to employee. • Added timeframe in which casual employees will be paid.

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		<ul style="list-style-type: none"> Streamlined concurrent appointment conditions. Added conversion to non-casual employment process for general casual employees.
D5	Appointments without Advertising – Fixed-Term Appointments (six months or less)	<ul style="list-style-type: none"> Deleted words “non-continuing” from entire document. Deleted categories of fixed term appointments. Deleted “provided the fraction is not less than 0.2 or greater than 0.8 of a fulltime workload” for fractional appointments. Added requirement for specific documentation to be provided to employee.
D6	Fixed Term Appointments (more than six months)	<ul style="list-style-type: none"> Deleted words “non-continuing” from entire document. Deleted “provided the fraction is not less than 0.2 or greater than 0.8 of a fulltime workload” for fractional appointments. Added “not normally” longer than three years. Changed maximum research appointments from 3 years to 5 years. Added requirement for specific documentation to be provided to employee. Clarified entitlement to ‘severance’ (ie only specific task or project, or research appointments) and referred to I1: Termination for more detail. Added Employment of Immediate Family, Concurrent Appointments and Induction sections for consistency with D5.
D7	Continuing Appointments	<ul style="list-style-type: none"> Added “including, but not limited to” in policy statement. Deleted “between 0.2 and 0.8” in fractional employment. Added clause in relation to working additional annualised hours. Added clarification of core weeks and hours per week, and roster changes/overtime for sessionals. Added advice of weeks to be worked for term employees. Added additional procedures/entitlements for 48/52 employees.
D8	Classifications and Reclassifications	<ul style="list-style-type: none"> Change to composition of Moderation Panel to balance union representation with employee representation, with requirement for all panel members to be trained.
D9	Appointment by Internal Transfer or Invitation	<ul style="list-style-type: none"> Added provision for appointment to Level 4 Step 2 for a transfer or invitation to fill from a Level 3 (for superannuation reasons).

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D10	Acting Appointments	<ul style="list-style-type: none"> Added provision for employee to contribute to superannuation at the higher rate if allowance paid for more than 12 months. Added provision for employee to access recreation leave and loading at the higher rate if allowance paid for more than 12 months. Added remuneration arrangements for Academic Level A undertaking Level B duties.
D11	Chair Appointments	No change
D12	Appointment & Reappointment to Senior Positions	No change
D13	Honorary Appointments	No change
D14	Employee Induction	No change
D15	Probationary Appointments	<ul style="list-style-type: none"> Added 'fixed term' to Policy and Scope. Changed probationary periods for general employees at various levels. Added fixed term employee probationary periods. Added impact of leave of more than 1 month on probationary periods. Deleted majority of Termination of Appointment process and referred directly to I1: Termination of Employment for details (removes unnecessary duplication).
D16	Appeals on Non-Appointment	No change
Part E Employment Conditions, Salaries & Benefits		
E1	Principles of Academic Employee Availability	No change
E2	Working Hours, Overtime and Shiftwork - General Employees	<ul style="list-style-type: none"> Added variation of ordinary hours clause. Added time worked on an RDO clause for sessionals or fractional employees in Residential Colleges. Added requirement for 10 hour break between shifts, or loading in lieu. Added ability to accrue time off in lieu in excess of 36 hours in exceptional circumstances, and have it paid out where an employee is unable to access the time in a 6 month period. Minimum called in to work period for sessionals added.
E3	Leave of Absence	<ul style="list-style-type: none"> Added ability to substitute sick leave for recreation leave or maternity leave. Changed "the end of the second week in February" to "1 March each year" for deeming of

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	<p>academic recreation leave.</p> <ul style="list-style-type: none"> • Added provision for general employees taking LWOP or secondment to outside the University for more than 6 months to have all recreation leave entitlements paid prior to leave. • Added ability to have recreation leave paid in advance for general employees in exceptional circumstances. • Added ability to transfer to a safe job, or take leave where transfer not possible, until beginning of maternity leave if required. • Added special leave conditions and entitlements relating to illness or unusual circumstances related to pregnancy. • Added a range of general conditions in relation to parental leave. • Added ability to take overtime as time in lieu to carer for immediate family members, or 'make-up' time in relation to carer's leave. • Deleted "recognition of prior service" details and referred to E5: Recognition of Prior Service for details (removes unnecessary duplication). • Added entitlement for employee to take LSL at a time of their choosing provided 6 months notice in writing is provided. • Changed Trade Union Training leave to Workplace Relations leave and added detail of entitlements. • Changed LWOP from 28 days to 10 days in relation to recognition of service.
E4 Superannuation	<ul style="list-style-type: none"> • Change to Choice of Fund entitlement and title of UniSuper plans.
E5 Recognition of Prior Service	No change
E6 Financial Assistance upon Appointment	No change
E7 Business Travel	No change
E8 Conference & Other Assisted Travel	No change
E9 Workers' Compensation Insurance	No change
E10 Human Resources Files	No change
E11 Working From Home	No change

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E12	Market Related Salary Loadings	No change
E13	Salary Packaging	<ul style="list-style-type: none"> • Strengthened requirement for employees to obtain financial advice and sign a declaration before commencing. • Added statement about limiting University's liability. • Added ability to sacrifice voluntary before tax contributions in addition to compulsory contributions. • Added ability to include other salary packaging elements.
Part F Employee Development		
F1	Learning and Development	No change
F2	Study Assistance	No change
F3	Academic Development Leave	No change
F4	Professional Development Leave - General Employees	No change
F5	Employee Exchange Programme	No change
F6	Promotion for Academic Employees	<ul style="list-style-type: none"> • Changed eligibility from two years service to one year. • Change to panel composition for LTSU, DeC, KNL. • Amendment to wording of Review Panel to clarify role of Observers.
F7	Conversion of Academic Employees to Tenurable Status (deleted)	
F8	Awards for Excellence - Academic Employees	No change
F9	Awards for Excellence - General Employees	No change
F10	Recognition of Long Serving Employees	No change
F11	Appeals on Academic Promotion	No change
Part G Performance Management		
G1	Performance Planning and Review	<ul style="list-style-type: none"> • Added clarification of annual incremental increase and increment date. • Added potential to delay review date if employee is absent in excess of 3 months during

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		the review period.
G2	Managing Unsatisfactory Performance	<ul style="list-style-type: none"> Amended scope to exclude casuals and employees on probation. Added definitions of “nominated representative” and “disciplinary action”. Changed entire procedures to reflect wording of new EBA, particularly in relation to Committee composition and role.
Part H Grievances & Disciplinary Action		
H1	Grievance Procedures	<ul style="list-style-type: none"> Added definition of “nominated representative”. Added General Provisions and Principles. Changed procedures to reflect wording of new EBA.. Deleted summary flow chart and ‘Third Level: Conciliation’ (including Committee).
H2	Disciplinary Action for Misconduct or Serious Misconduct	<ul style="list-style-type: none"> Amended scope to exclude casuals. Added definition of “nominated representative” and “disciplinary action”. Changed procedures to reflect wording of new EBA, particularly in relation to Committee composition and role.
Part I Termination of Employment		
I1	Termination of Employment	<ul style="list-style-type: none"> Amended Policy to refer to “relevant workplace agreements” instead of “relevant legislation, agreements and awards”. Added definition of “nominated representative”. Deleted Termination due to Unsatisfactory Performance details and referred to G2: Managing Unsatisfactory Performance for details (removes unnecessary duplication) Updated entire Termination of Probationary Employment section, specifically adding notice periods and process. Added provision for a medical examination to Termination on the Grounds of Ill Health section where VC disputes a decision to return to work when an employee is determined to be ineligible for a benefit due to pre-existing medical condition. Added provision for University to terminate employment where superannuation fund determines total and permanent incapacity. Updated entire Severance Payments section outlining eligibility restrictions (ie specific task or project, or research appointments only) and other conditions.

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	<ul style="list-style-type: none"> Added ability to defer severance for up to 6 weeks where employee is advised they may be offered another appointment within another 6 weeks.
I2 Exit Interviews	No change
I3 Redundancy and Redeployment	New policy
Part J Enterprise Bargaining Initiatives & Strategies	NEW
J1 Workloads	New policy
J2 Indigenous Employment	New policy
J3 Linked Classifications Program for General Staff	New policy