



Summary of HR Policies and Procedures Amendments to comply with USQ Enterprise Agreement 2010-2013

NOTES:

- Terminology change ‘**USQ Certified Agreement**’ to ‘**USQ Enterprise Agreement**’ has been updated in every policy (but not provided for formal approval)
- Terminology change ‘**general**’ to ‘**professional**’ employees has been updated in every policy (but not provided for formal approval)

Policy	Changes
Academic Development and Outside Studies Program	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Acting Appointments	<ul style="list-style-type: none"> • Duties of Academic Level A employees clarified, along with the circumstances in which payment at Academic Level B applies.
Anti-Discrimination and Freedom from Harassment	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Appointment & Reappointment to Senior Positions	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Appointment by Internal Transfer or Secondment	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Appointments without Advertising – Fixed-Term Appointments (six months or less)	<ul style="list-style-type: none"> • Added in new categories of fixed term employment with associated definitions • Added new process for converting eligible fixed term positions to continuing positions • Change to one combined policy • Last dot point in clause 2.3 is deleted
Attraction and Retention Salary Loadings	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Awards for Excellence - Academic Employees	No change
Awards for Excellence - General Employees	<ul style="list-style-type: none"> • Title changed to Professional Employees
Breastfeeding	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Casual Appointments	<ul style="list-style-type: none"> • Clarified definition of Professional Casual Employment, and changed minimum engagement period for students in Peer Assisted Learning Programs and employees in the Residential Colleges to two hours.

Policy	Changes
	<ul style="list-style-type: none"> • Clarified definition of Academic Casual Employment and added in new reference to internet usage allowance. • Expanded the circumstances in which a concurrent casual appointment may be offered.
Children on Campus	No change
Code of Conduct	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Conference & Other Assisted Travel	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Continuing Appointments	<ul style="list-style-type: none"> • Amended period of notice for sessional employee roster changes from 'seven days' to 'reasonable' notice, and included new reference to minimum three hours payment for sessional employees called into work. • Clarified superannuation contribution arrangements for employees on 48/52 working arrangements
Directed Travel	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Disciplinary Action for Misconduct or Serious Misconduct	<ul style="list-style-type: none"> • Replaced definition of 'nominated representative' • Changed title of 2.2 from 'Allegations' to 'Formal Action' and added 'from receipt of the letter' after the second dot point. • In 2.3, clarified the time at which the Vice-Chancellor may suspend an employee and more clearly defined the circumstances in which a suspended employee may access the University. • Changed the composition of the Misconduct Investigation Committee and added in the obligation to declare 'conflicts of interest'. • Removed references to 'where they choose' in relation to being accompanied by a nominated representative and included a new statement regarding such representatives.
Discrimination and Harassment Complaint Resolution for Employees	<ul style="list-style-type: none"> • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Replaced definition of 'nominated representative'
Drugs and Alcohol on University Sites	No change
Employee Exchange Programme	No change
Employee Induction	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Employee Recognition Program	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Exit Surveys or Interviews	No change
Financial Assistance upon Appointment	No change
Fixed Term Appointments (more than six months)	<ul style="list-style-type: none"> • Added in new categories of fixed term employment with associated definitions

Policy	Changes
	<ul style="list-style-type: none"> • Added new process for converting eligible fixed term positions to continuing positions • Change to one combined policy • Last dot point in clause 2.3 is deleted
Grievance Procedures	<ul style="list-style-type: none"> • Replaced definition of 'nominated representative' • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Changed Australian Industrial Relations Commission (AIRC) to Fair Work Australia (FWA)
Honorary, Adjunct and Visiting Appointments	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Human Resources Delegations	No change
Human Resources Files	No change
Human Resources Policies and Procedures	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Indigenous Employment	<ul style="list-style-type: none"> • Minor changes to reflect 'implementation' rather than 'development' of the strategy • Membership of the representative Steering Committee amended • Updated intended outcomes of strategy in Section 2.2
Intellectual Property	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Job Evaluation (Classification and Reclassification)	<ul style="list-style-type: none"> • Changed Moderation Panel composition to remove employee representatives and broadened the nature of the senior management representative.
Learning and Development	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Leave of Absence	<ul style="list-style-type: none"> • Added reference to the payout of annual leave. • Added in new End of Year arrangements to reflect phase out of requirement to utilise annual leave entitlements. • In Parental (Maternity) Leave, added in paid leave calculation based on average service fraction over preceding 12 month period. • In Parental (General Conditions), added in new flexible return to work after parental leave provisions. • Added new entitlement to three days Carer's Leave (non-cumulative per calendar year), along with expanded definition of circumstances permitting Carers Leave to be accessed. • Expanded definition of circumstances permitting Compassionate Leave to be accessed. • Changed the reference to 'Leave without Salary' to 'Leave without Pay'.
Linked Classification Program for General	Terminology changes as per above ie. professional, Enterprise Agreement etc.

Policy	Changes
Employees	
Managing Unsatisfactory Performance	<ul style="list-style-type: none"> • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Removed requirement to 'implement' improvement strategies in the Initial Counselling phase • Changed section 2.2 to 'Formal Advice' and broadened the timeframes for improvement and heading change. • Changed Unsatisfactory Performance Review Panel title and composition and added in the obligation to declare 'conflicts of interest'. • Replaced definition of 'nominated representative' • Added in a reference to the employee being entitled to be represented by a nominated representative • Amended 'Formal Report' by including the reference to the employee being able to request that the supervisor will consult with the employee's colleague.
Outside Employment Undertaken by USQ Employees	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Performance Planning and Review	<ul style="list-style-type: none"> • Clarified the application of an accelerated incremental increase
Personal and Sponsored Chair Appointments	No change
Position Descriptions and PCS	<ul style="list-style-type: none"> • Updated PCS to clarify duties of Academic Level A employees, along with the circumstances in which payment at Academic Level B applies.
Position Establishment	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Principles of Academic Employee Availability	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Probationary Appointments	<ul style="list-style-type: none"> • Added in new reference to clarify probationary periods for second or subsequent fixed term appointments.
Professional Development Leave - General Employees	<ul style="list-style-type: none"> • Title change to Professional Employees
Promotion for Academic Employees	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Recognition of Long Serving Employees	No change
Recognition of Prior Service	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Recruitment and Selection	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Redundancy and Redeployment	<ul style="list-style-type: none"> • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Change of terminology in relation to voluntary severance 'benefit' (as opposed to 'notice period') and voluntary severance 'benefit payment' (as opposed to 'payout')

Policy	Changes
	<ul style="list-style-type: none"> • Clarification of consultation requirements in relation to redundancy. The wording from Clause 30.2 in the new Agreement inserted at the start of 3.2 in the Policy. • Changed Redundancy Review Panel title and composition and added in the obligation to declare 'conflicts of interest'.
Salary Packaging	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Study Assistance	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Superannuation	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Termination of Employment	<ul style="list-style-type: none"> • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Clarified details in relation to medical examinations for Terminations on the Grounds of Ill Health • Added details of exemptions in relation to Notice of Termination by the University • Replaced definition of 'nominated representative'
USQ Certified Agreement: An Introduction	<ul style="list-style-type: none"> • Changed policy title to USQ Enterprise Agreement: An Introduction • Replaced all old Agreement/s reference with new. • Changed date of operation, included new Aim, Parties Bound and Awards and Inconsistencies to reflect new Agreement. • Added a new Section 2.3 'Individual Flexibility Arrangements' to reflect Fair Work Act 2009 requirements.
USQ Workwear	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Work Allocation	<ul style="list-style-type: none"> • Changed all references to 'workloads' to 'work allocation' • Removed references to 'where they choose' in relation to being accompanied by a nominated representative • Updated responsibilities of supervisors and managers to reflect Agreement terminology • Changed previous four areas of academic activity to three revised areas in Section 2.4 • Updated training and development programs in Section 2.5 • Changed Work Allocation Review Panel title and composition • Included references to 'non-faculty academic departments' in work allocation guidelines for academic employees
Workers' Compensation Insurance	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Working From Home	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Working Hours, Overtime and Shiftwork - General Employees	<ul style="list-style-type: none"> • Title change to Professional Employees • Added new On Call definitions and applications and extended eligibility to all classification levels.

Policy	Changes
	<ul style="list-style-type: none"> • Included two new categories of Call Out (Remote and Attend Work), along with new minimum payment periods and extended eligibility to all classification levels. • Added in new loading for sessional employees and continuing fractional employees in the Residential Colleges who work shift work. • Meal allowances refer to schedule F.
Working with Children	Terminology changes as per above ie. professional, Enterprise Agreement etc.
Workplace Health and Safety	Terminology changes as per above ie. professional, Enterprise Agreement etc.