

Guidelines for Limited HR Delegations

1 Purpose

To outline the process for requesting and approving partial or limited HR Delegations for identified HR activities for authorised positions at the University.

2 Scope

This guideline applies to all employees and all HR activities.

3 Overview

There are a range of human resources activities at the University which require approval by the appropriate delegate prior to actioning and implementation. Human Resources has developed a matrix which establishes five formal levels of HR Delegation.

The details of the accountabilities and responsibilities each delegate is authorised to perform are found in the 'Delegated responsibilities' section of each individual HR policy and procedure.

In addition to formal full HR delegates, approval may be sought from Human Resources to grant limited or partial HR delegations to other positions within the University to ensure appropriate continuity of service and operational expediency where appropriate.

4 Procedures

4.1 Requesting approval

A Category 3 Delegate or above may request approval from the Director, Human Resources to grant partial or limited HR delegations for certain HR authorities to another position or positions within their Faculty or Section.

Requests must be made in writing, be supported by a business case outlining the reasons for the request and detail the specific HR authorities requested with reference to the appropriate human resources policies and procedures in the *USQ Policy Library*. Requests must state whether the delegated authority is being requested for all positions/employees within the Faculty or Section, or only for a specific work team or defined cohort of staff within the Faculty/Section (eg requests may only relate to staff/activities within a certain School, or may only relate to professional staff within a work area etc).

The Director, Human Resources will consider the request, considering the factors in 4.2 below, and advise the requesting delegate, and affected position holder, of approval or otherwise, along with details of the scope of authorities granted.

Human Resources maintains a central register of all holders of partial or limited HR delegations, along with the specific authorities that have been delegated.

4.2 Criteria for approval

Limited or partial delegations are normally granted for operational human resources activities and tasks, and may vary between Faculties and Sections based on factors such as workforce size, organisational structure, reporting relationships and business/operational complexity.

However wherever possible, consistency in delegations between work areas of a similar size, nature and location in the organisational hierarchy is considered in the approval process. It would also normally be expected that the position being granted delegation has a supervisory role within the Faculty or Section, given the nature of most HR delegations. The extent of the potential impact on the University resulting from the delegated HR activities from a risk management perspective are also considered in the approval process (eg budget implications, reputational risk etc).

HR activities typically considered suitable for partial or limited delegation include:

- Working Hours, Overtime & Shift Work - Approval of working hours, overtime, shiftwork and allowances, and variations to same.
- Directed Travel- Approval of domestic directed travel
- Conference & Other Assisted Travel - Approval of domestic conference and other assisted travel
- Casual Appointments – Approval of casual appointments AND/OR approval of casual employment payment claim forms.

The relevant Delegate may request all, or a combination of, these limited or partial HR delegations, or may request additional authorities as appropriate.

Delegated authority will up granted up to, but not exceeding, the limits of the full authority granted to HR Category 4 Delegates only.

4.3 Application of delegated authority

It should be noted that HR delegations are attached to a "position" in the USQ organisational structure and not an "individual". As such, whoever is occupying the position (in either a continuing, acting or fixed term capacity) automatically assumes the delegations for the period they are undertaking the role.

Any HR activities/paperwork that are to be actioned by an individual temporarily acting in a delegated role should be signed off using the title "Acting {position title}" so that Human Resources is aware of this acting capacity and can process requests appropriately.

4.4 HR contacts

Requests for approval of partial or limited HR Delegations must be addressed to the Director, Human Resources.

Queries regarding implementation or usage of approved delegations should be directed to the relevant HR Client Services team.