

## UNIVERSITY EMPLOYMENT POLICY



Current version in effect from: 11 May 2023  
Approved by Council: 26 Apr 2017  
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### Related Documents

Fair Work Act 2009

Higher Education Industry - General Staff Award 2020

Higher Education Industry - Academic Staff Award 2020

University Code of Conduct

#### 1. Aims and Rationale

- 1.1 University employees provide high-quality services to the Council, Academic Board, Colleges, staff, students, and Vice-Chancellor of the University, to assist them to fulfil the University's Vision, Mission and Strategy. This Policy supports that aim by providing comprehensive information about the employment of University staff.

#### 2. Scope

- 2.1 This policy applies to all persons employed by the University, except the Vice-Chancellor and persons employed by the Colleges. Nothing in this Policy prevents a College of the University from making use of part or all of the Policy in establishing its own employment arrangements.

#### 3. Definitions

- 3.1 **General Staff:** Persons employed under the *Higher Education Industry – General Staff Award*.
- 3.2 **Academic Staff:** Persons employed under the *Higher Education Industry – Academic Staff Award*.
- 3.3 **Executive Staff:** Persons employed under an *Executive Employment Agreement (Award Free)* with the University.

#### 4. Principles

- 4.1 The University supports its employees in the conduct of their responsibilities by providing a working environment, induction and training opportunities that reflect the University's values.
- 4.2 University employees have opportunity to provide advice to the Vice-Chancellor on the terms and conditions of their employment arrangements.
- 4.3 No religious test is applied to the employment of University staff.

## **5. Employment**

- 5.1 The Vice-Chancellor is responsible for the employment of staff employed directly by the University, and is the sole person authorised by the Council to sign employment documentation including letters of offer, employment agreements and performance reviews.
- 5.2 The Chief of Staff is responsible for executing the employment procedures for the University.
- 5.3 The Chief of Staff may engage an external consultant to assist with any employment procedure.
- 5.4 All employees employed directly by the University are employed under the *Higher Education Industry General Staff Award (2010)*, the *Higher Education Academic Staff Award (2010)* or an Executive Employment Agreement.
- 5.5 The Chief of Staff must ensure a Position Description exists that describes the duties and responsibilities of each particular position and assigns an appropriate classification to it.

## **6. Classification**

- 6.1 The classification of a position (whether vacant or occupied) determines the point on the salary scale at or above which the position is remunerated, provided that:
- a) General Staff positions are classified in accordance with the Classification Definitions in Schedule B of the *Higher Education Industry - General Staff Award*
  - b) Academic Staff positions are classified in accordance with the Classification Definitions in Schedule B of the *Higher Education Industry - Academic Staff Award*
  - c) Positions that are governed by an Executive Employment Agreement without reference to an award are not required to be classified under this Policy.
- 6.2 The decision on the classification or reclassification of a position is made by the Vice-Chancellor.
- 6.3 Prior to an application for classification or reclassification of a position being submitted to the Vice-Chancellor, the Chief of Staff must ensure that consideration has been given to the following principles and processes:
- a) Job analysis: clarification and documentation of the role by a systematic analysis and evaluation of the knowledge and skills required, task complexity, judgement, independence, problem solving and decision accountability
  - b) Relative work value: comparison of the relative worth of the position with other positions in the University, taking into account the knowledge, judgement and accountability required in performing the job
  - c) Classification Definitions: Comparison of the duties and responsibilities of the position description with the Classification Definitions provided within the applicable award.

- 6.4 The classification process may include comparison with typical duties to test that the position is recognised as being equal to the majority of positions at one work value level and that it is of a higher work value level than all positions at lower work value levels.
- 6.5 Employees may routinely be required to undertake some duties normally expected of positions classified at lower levels in the structure and may occasionally be required to undertake duties at a higher level in the structure.
- 6.6 Employees are employed to perform the duties specified in a position description. In determining the classification or reclassification of a position, the capabilities and skills, personal performance, length of service, or salary-related issues of a particular individual occupying the position, are not considered.

## **7. Review of Classification**

- 7.1 The duties and responsibilities assigned to an employee are closely related to the classification of the position currently occupied by the employee. If there is a significant increase in the work value of the position, the classification may be reviewed.
- 7.2 A position is reclassified in recognition of a significant change in the work value of the position, not as a reward to which an incumbent is entitled after a given period in a particular grade.
- 7.3 An employee may submit an application for reclassification to their supervisor. It is the employee's responsibility to ensure that the application addresses the criteria of this Policy in relation to classification of positions.
- 7.4 An employee may only submit an application for reclassification once in every 12 month period, unless extraordinary conditions have impacted on their position and significantly changed its work value.
- 7.5 The supervisor reviews the application to ensure that the employee's description of their duties is an accurate representation of what is required of the position. The supervisor must complete this review within 14 days of receipt of the application.
- 7.6 If the supervisor endorses the application, the supervisor refers the application to the Chief of Staff. The Chief of Staff assesses the budgetary implications of a potential reclassification and provides a report to the Vice-Chancellor.
- 7.7 The Vice-Chancellor reviews the application and assesses it against the criteria of this Policy and decides whether to approve or reject the application and advises the applicant within 14 days of receipt of the application.
- 7.8 If an employee's position is reclassified through this process, the reclassification takes effect from the date of the Vice-Chancellor's decision.
- 7.9 An applicant may lodge an appeal in accordance with the Appeals Policy for a review of a decision on the grounds that the process of this Policy was not observed. If the employee's position is reclassified following an Appeal, the reclassification is back-dated to the date of the Vice-Chancellor's initial decision on the application, or three months from the date of the initial application, whichever is the earlier.

## **8. Salary Scales**

8.1 Schedule A: Salary Scale to this Policy sets out the minimum salary scales applied under this Policy to meet the minimum terms and conditions specified by the *Fair Work Act* and the applicable award as follows:

- a) General staff positions are paid according to the salary scale, or at a higher rate as decided by the Vice-Chancellor
- b) Academic staff positions are paid according to the salary scale, or at a higher rate as decided by the Vice-Chancellor; terms and conditions specific to an academic appointment such as research leave are negotiated on an individual basis and inserted into individual employment agreements
- c) Executive staff positions are not included on the salary scale, and are paid according to their individual employment agreements, as decided by the Vice-Chancellor
- d) Casual staff are paid at the base salary of the appropriate classification level a plus casual loading of 25% as stipulated in the relevant award
- e) Academic service providers are paid according to the rates in the University Salary Schedule.

8.2 The salary scale must ensure that pay points within a level correspond with the Position Classification Standards Schedule contained in the relevant award.

8.3 The Vice-Chancellor is responsible for approval or amendment of Schedule A: Salary Scale, and may increase the Salary Scale at any time. Any increases to the Salary Scale apply automatically to all employees employed under this Policy.

8.4 The Vice-Chancellor must review Schedule A: Salary Scale annually no earlier than 1 August and no later than 31 October each year. The review must:

- a) consider any changes to the Awards made on 1 July each year
- b) review changes to the cost of living and relevant benchmarks such as salaries at comparable organisations
- c) incorporate consultation with employees employed under this Policy, including an opportunity for employee representatives to meet with the Vice-Chancellor and Chief of Staff and submit any request in relation to the Salary Scale.

8.5 The Chief of Staff is responsible for publishing the outcome from the annual salary review in an updated version of Schedule A that includes any revisions to be implemented on 1 January the following year.

## **9. Performance Review**

9.1 Performance reviews are conducted annually for all University employees using the template authorised by the Vice-Chancellor.

9.2 Performance reviews must include an opportunity for a face-to-face meeting between the employee and the employee's supervisor for the purpose of reviewing the employee's performance against the position description and key performance

indicators for the period of time since the last performance review was conducted, and to agree key performance indicators for the next year.

9.3 A performance review may include a recommendation to the Vice-Chancellor for review of the classification of a position or the promotion of an employee as provided for by this Policy.

9.4 At the conclusion of the performance review the evaluation must be finalised by the employee's supervisor in Employment Hero.

## **10. Promotion**

10.1 Promotion is movement of an employee to a higher salary increment within an existing classification level. An employee may only be moved to the next classification level when a review of classification results in the employee's position being assigned a higher classification level.

10.2 Promotion is the result of an assessment of an employee's performance in relation to the key responsibilities in a position description, key performance indicators, and other criteria used in performance reviews.

10.3 Promotion may only be approved by the Vice-Chancellor when an employee has, over the preceding twelve months:

- a) demonstrated satisfactory performance; and
- b) acquired and utilised additional skills, experience and competencies within the ambit of the classification and in accordance with the priorities of the wider University and their specific department or area of work.

## **11. Recruitment**

11.1 The purpose of this section of the policy is to establish procedures and guidelines for recruitment activities, and to ensure that all recruitment and selection activities are based on procedures that are fair to all applicants, and that selection decisions are made on the basis of merit and the selection criteria.

11.2 This policy applies to the recruitment and selection of all employees of the University.

11.3 Equal Opportunity

11.3.1 The University values diversity and therefore ensures that its recruitment practices encourage a diverse and competitive pool of applicants. All recruitment decisions made on behalf of the University must be in line with the relevant Equal Employment Opportunity legislation in Australia. The overall merits of the applicant should be considered on the basis that reasonable adjustments would be applied to individuals with an identified disability providing they can do the inherent requirements of the role.

11.4 Procedure

11.4.1 All vacant positions within the University could be advertised concurrently both internally and externally, or at the discretion of the Chief of Staff. It is expected that an employee who wishes to apply for a position in another University department, discusses their desire to apply with their supervisor prior to submitting their application.

- 11.4.2 It should be noted that it is not necessarily a given that an internal applicant will succeed over an external applicant. Each applicant will be based on merit, and with regard to having a clear match to the requirements of the role, and whether there is a cultural fit to the organisation. All applicants will be treated with the same level of professionalism and respect, regardless of current circumstances.
- 11.4.3 All internal vacancies must be recorded through the Chief of Staff and have the sign-off of the Vice-Chancellor, prior to advertising either internally or externally.
- 11.4.4 All new hire paperwork is to be coordinated through the Chief of Staff, and signed paperwork is to be returned to the Chief of Staff by the new employee no later than at the end of their first week of employment.
- 11.5 National Police Check Requirement
- 11.5.1 A new employee must not commence employment with the organisation prior to the successful completion of a National Police Clearance which is paid for by the University. Police checks are valid for a period of three (3) years from the date of the successful check, and must be renewed prior to the expiration of the current check.
- 11.5.2 Where there are disclosable court outcomes listed on a potential candidate's or existing employee's police clearance, the Vice-Chancellor must be informed to assess the suitability and risk factors. The decision to hire or reject a candidate based upon their police clearance is at the discretion of the Vice-Chancellor.
- 11.6 Working with Children's Check
- 11.6.1 Some roles within the University may be designated as requiring a Working with Children's Check – Victoria (WWCC).
- 11.6.2 For designated employees, the University pays the initial and subsequent renewal fees.11.6.3 It is the designated employee's responsibility to keep their WWCC details up to date (e.g., home address) and to renew their WWCC when required. These actions are done by the employee via the WWCC Victoria website not via or by the University.
- 11.7 Both the police clearance and WWCC are securely stored in the employee certification section of the University's human resource information system, where expiration dates can be easily tracked and maintained.
12. Verification of qualifications
- 12.1 The University may request candidates for employment or new employees to provide evidence of their professional and academic qualifications for verification as a condition of their employment.
- 13. Overtime**
- 13.1 Overtime may be requested by an employee or a supervisor as determined by the employee's employment agreement.
- 13.2 Overtime may only be undertaken and remunerated if the overtime was approved in advance of the hours worked:
- a) by the employee's supervisor for up to twenty hours in a calendar month; or

b) by the Vice-Chancellor for over twenty hours in a calendar month.

13.3 Employees employed at HEW Levels 1-6 under the *Higher Education Industry – General Staff Award* are reimbursed for approved overtime at the rate of 1.5 hours for the first two hours of overtime worked, and at the rate of 2.0 hours for every 1 hour of overtime thereafter. Reimbursement for overtime can be taken by way of an overtime salary payment, or by taking time-in-lieu.

Employees employed at HEW Level 7-8 under the *Higher Education Industry – General Staff Award* may only be reimbursed by time-in-lieu, calculated in accordance with the above overtime rates.

Employees employed at HEW Level 9 under the *Higher Education Industry – General Staff Award* or higher, under the *Higher Education Industry – Academic Staff Award*, or under an executive contract are not eligible to claim overtime.

13.4. The Financial Controller must keep a record of overtime worked by all employees and report a summary of overtime worked to each meeting of the Finance and Risk Committee of the Council.

13.5 Where repeated applications for overtime are made by an individual or approved by a supervisor, the Financial Controller must report this to the Chief of Staff who must recommend action to address underlying issues necessitating the use of overtime.

#### **14. Leave**

14.1 General leave provisions

14.1.1 All University employees are entitled to access leave in accordance with the terms of their employment agreement and relevant industrial instruments.

14.1.2 All applications for leave must be submitted in the University's human resource information system.

14.1.3 Leave may only be taken if approved by the Vice-Chancellor or approved by a person delegated by the Vice-Chancellor.

14.1.4 Employees (other than casual staff) are paid for University holidays. If a period of leave includes a University holiday, then the absence is treated as a University holiday and is not deducted from an employee's leave entitlements.

14.1.5 An employee may request and have approved leave without pay. Any period of leave without pay:

a) must be approved in advance of the leave period commencing

b) must not be taken where an employee has an existing balance of annual or long service available to be taken or may reasonably be expected to accrue leave amounts between the date of request and the requested commencement date of leave

c) is not included in the calculation of an employee's period of employment or of any benefits such as annual leave or long service leave that are accrued when in paid employment.

- 14.2 Annual Leave
  - 14.2.1 Annual leave must be applied for and approved in advance of the leave being taken by the employee.
  - 14.2.2 Annual leave may only be taken up to the balance expected to be available at the time the period of leave commences.
- 14.3 Management of Annual Leave
  - 14.3.1 The Chief of Staff may direct an employee whose accrued leave entitlement equals or exceeds 40 days, to take up to 10 days of their accrued annual leave entitlement.

The time of taking leave will be determined by the Vice-Chancellor, having regard to operational requirements and any matters raised by the individual employee.

All requests and directions to take annual leave will be made in line with provision in the Modern Award.
- 14.4 Personal or Carer's Leave
  - 14.4.1 Personal or carer's leave covers absences from work for the purposes of supporting an employee or for them to support their immediate family due to
    - a) personal illness or injury
    - b) medical or therapeutic appointments
    - c) an emergency situation
    - d) an observance of recognised religious or culturally significant days.
  - 14.4.2 Personal or carer's leave may be approved either prior to or subsequent to leave being taken by the employee. Where approval is sought subsequent to the leave being taken, the period of leave must be notified to the employee's direct supervisor or the Chief of Staff at the employee's earliest reasonable convenience.
  - 14.4.3 Personal or carer's leave may only be taken up to the balance expected to be available at the time the period of leave commences.
  - 14.4.4 Personal or carer's leave may be approved as unpaid leave up to a maximum of two days if an employee has exhausted the employee's personal leave balance.
- 14.5 Long Service Leave
  - 14.5.1 Long service leave must be approved by the Vice-Chancellor no later than three months prior to the commencement of the period of leave.
  - 14.5.2 Long service leave must be supported by a plan prepared in consultation with the employee's supervisor that details how the employee's duties are to be covered during the period of leave, including any proposed employment of temporary staff.
  - 14.5.3 The Vice-Chancellor may direct an employee to take long service leave immediately if the employee has not taken any leave for a period of 12 months or greater.
- 14.6 Parental Leave



- 14.6.1 Parental leave is available to employees for the purpose of support of the birth of an employee's or an employee's partner's child or for the adoption of children under 16 years of age by the employee and/or the employee's partner.
- 14.6.2 An employee's entitlement to parental leave is based on the length of the employee's continuous paid service to the University at the time the employee commences to take leave.
- 14.6.3 Application for parental leave must be made no later than three months prior to the expected date of birth or adoption and must be supported by a plan prepared in consultation with the employee's supervisor that details how the employee's duties are to be covered during the period of leave, including any proposed employment of temporary staff.
- 14.6.4 The Chief of Staff may request a medical certificate or other legal documentation to support an employee's application for parental leave.
- 14.6.5 Parental leave for a primary care giver:
- a) may be granted for a period commencing 6 weeks prior to an expected birth date or 2 weeks prior to an expected adoption date, or earlier should it be deemed medically necessary
  - b) is provided for a period up to of 12 months inclusive of any paid or unpaid parental leave
  - c) is provided as paid leave for a period of up to 10 weeks for employees who have completed at least 12 months' continuous service prior to the expected birth date or adoption date
  - d) must not disadvantage the employee who is entitled to resume employment upon return to work under the same conditions and benefits as immediately prior to commencing leave
  - e) may include a period of annual or long service leave to be taken in addition to the maximum period of 12 months parental leave or instead of a period of unpaid parental leave within the 12 months.
- 14.6.6 Parental leave for a secondary care giver:
- a) may be granted for a period from the expected birth date or the expected adoption date
  - b) is provided for a minimum of 2 weeks inclusive of any paid or unpaid parental leave
  - c) is provided as paid leave for up to 5 days for employees who have completed at least 12 months' continuous service prior to the expected birth date or adoption date
- 14.6.7 An employee may request approval of the Vice-Chancellor to append any accrued annual or long service leave on top of the 2 weeks parental leave or to use it instead of unpaid parental leave within the 2 weeks as part of their individual parental leave agreement.

- 14.6.8 Employees on parental leave must commence discussions with the Chief of Staff about returning to work or requesting an extension of leave no later than three months prior to the agreed date of return.
- 14.7 Compassionate Leave
- 14.7.1 Ongoing full-time and part-time employees are entitled to 3 days' (pro rata for part-time employees) paid compassionate leave per occasion:
- a) to spend time with a member of their immediate family or household who has a life-threatening illness or injury; or
  - b) after the death of a member of their immediate family or household.
- 14.8 Family and Domestic Violence Leave
- 14.8.1 All employees (including casual employees) are entitled to 10 days paid family and domestic violence leave per year to deal with family and domestic violence. It may be taken in a continuous 10-day period, separate periods of one or more days or any separate periods to which the employee and the University agree.
- 14.8.2 This type of leave is available in full on commencement of employment with the University, but does not accumulate from year to year.
- 14.8.3 An employee may take paid family and domestic violence leave if:
- a) the employee is experiencing family and domestic violence
  - b) the employee needs to do something to deal with the impact of the family and domestic violence
  - c) it is impractical for the employee to do that thing outside the employee's ordinary hours of work.
- Examples might be attending court appointments or meetings with the police.
- 14.8.4 Family and domestic violence is defined as violent, threatening or other abusive behaviour by a close relative, a member of the employees household, or a current or former intimate partner of the employee that:
- a) seeks to coerce or control the employee; and
  - b) causes the employee harm or to be fearful.
- 14.8.5 A close relative is a person who:
- a) is a member of the employee's immediate family (as defined above); or
  - c) is related to the employee according to Aboriginal or Torres Strait Islander kinship rules.
- 14.8.6 The University treats requests for family and domestic violence leave with confidentiality, as far as it is practicable to do so. Family and domestic violence leave must not be referenced in payslips.

- 14.8.7 Family and domestic violence leave is paid at “full rate of pay”, for full-time and part-time employees; this means the employee is paid as if the employee had not taken the period of leave, for casual employees it is paid as if the employee had worked the hours in the period for which the employee was rostered.
- 14.8.8 To be eligible for paid family and domestic violence leave employees must comply with the following conditions:
- a) Where it is practical to do so, the employee must advise their supervisor by phone call (not text message) of the employee’s inability to attend for work prior to the commencement of a shift and state the reason for the absence and the estimated period of absence; and
  - b) The employee may be required to produce evidence to prove the need to take family and domestic violence leave. Such evidence may include a document issued by the police, a court, or a family violence support service or by the employee giving a statutory declaration.
- 14.9 Community Service Leave
- 14.9.1 All employees (including casual employees) are entitled to community service leave in accordance with the National Employment Standards.
- 14.9.2 Community service leave may only be accessed in order to undertake jury duty or voluntary emergency management activities.
- 14.9.3 There is no limit to the amount of community service leave an employee may access in any given year.

## **15. Flexible Work Arrangements**

- 15.1 University employees (other than casual employees) may apply to the Vice-Chancellor through their supervisor, for a flexible work arrangement.
- 15.2 A flexible work arrangement may include:
- a) adjusted hours of work
  - b) locations of work (e.g. working from home)
  - c) patterns of work (e.g. split shifts or job sharing).
- 15.3 Employees may request a flexible work arrangement if they:
- a) are the parent, or have responsibility for the care, of a child
  - b) are a carer (under the Carer Recognition Act 2010)
  - c) have a disability
  - d) are 55 or older
  - e) are experiencing family or domestic violence
  - f) provide care for or support to a member of their household or immediate family who requires care and support because of family or domestic violence

g) have other personal considerations.

15.4 The Vice-Chancellor may refuse or limit an employee's request for a flexible work arrangement on reasonable business grounds. If a request is refused, a written response outlining the reasons for the refusal must be provided within 21 days.

15.5 Once a flexible work arrangement has been agreed to, the Chief of Staff will provide the employee with a letter of variation.

15.6 An employee working under a flexible work arrangement must be able to carry out their work as efficiently and effectively as under standard working arrangements. A flexible work arrangement is not considered an appropriate substitute for dependent care, though it may assist with care arrangements.

15.7 An employee's flexible work arrangement must be reviewed by the employee's supervisor and the Vice-Chancellor annually or, as required, if concerns are raised regarding the impact of the arrangement on the quality of the employee's work.

## **16. Remote Working or Working from Home**

16.1 Direction from the University to Work from Home

16.1.1 In certain circumstances, such as in a state of emergency situation, it may be necessary for the University to request employees to work from home.

16.1.2 Generally this may only be done after employees have been consulted and the University is satisfied that they are able to perform their role remotely.

16.2 Request from an Employee to Work Remotely or Work from Home

16.2.1 In accordance with section 14 of this policy, an employee must apply in writing to the Vice-Chancellor through their supervisor, to request to work remotely or to work from home.

16.2.2 The Vice-Chancellor must consider the following factors when reviewing such a request:

- a) the needs of the employee
- b) the operational needs of the University
- c) the nature of the employee's work and its suitability to a remote working or working from home arrangement
- d) the potential positive and negative effects on the quality of work processes, practices and outcomes and the impact on work colleagues
- e) availability of equipment for use to facilitate working remotely or from home
- f) any additional costs that the University may incur due to this arrangement.

16.2.3 Once a request to work remotely or from home is approved, the Chief of Staff provides the employee with a letter of variation. Such an approval mandates that the following conditions apply:

- a) All offsite work is to occur during the ordinary business hours, except where a variation of hours has been permitted as part of a flexible work arrangement.
- b) The employee is periodically required to be onsite for meetings, training and other activities more easily conducted in person. The employee and their supervisor must be willing to vary the days worked offsite under a flexible work arrangement for such reasonable purposes.
- c) It is the responsibility of the employee to establish a suitable and safe offsite workspace as per the University's Health and Safety Policy.
- d) Employees are responsible for taking care to protect their own health and safety by complying with all University policies and procedures. Any work-related injuries/incidents/hazards that occur whilst carrying out work duties offsite must be reported as per the University's Health and Safety Policy.
- e) The cost of any utilities to perform offsite work is the expense of the employee.
- f) Employees are responsible for providing their own office furniture and equipment, other than a laptop which is provided by the University.
- g) If the offsite workspace is located within a private home, the employee is responsible for determining any impact on their personal insurance arrangements and covering any related costs.

## **17. Recognition of Prior Service**

- 17.1 An employee, whether part-time or full-time, may apply for recognition of prior service undertaken at another institution, provided application is made to the Vice-Chancellor within twelve months of the commencement date of employment at the University.
- 17.2 Recognition of prior service with another institution is at the discretion of the Vice-Chancellor. Recognition may only be granted if:
- a) there was no break in employment between the other institution and the University or a break of no more than four weeks for general staff or two months for academic staff; and
  - b) the employee did not receive a redundancy payment from the other institution.
- 17.3 The Vice-Chancellor may only recognise service from the most recent employer. Any prior service which was previously recognised by the most recent employer is excluded.
- 17.4 The Vice-Chancellor may decide the long service leave entitlements of employees whose prior service with another institution is recognised by the Vice-Chancellor, even if these entitlements differ from those of the other institution.
- 17.5 Service which has been paid out by another institution is recognised but accrued entitlements from this service are not credited towards the employee's leave balance. Only accrued entitlements from this service that have not been paid out may be credited towards the employee's leave balance.

- 17.6 Full particulars of all service and any long service leave or pay in lieu taken or received must be disclosed before appointment to the University, and particulars are subject to verification by the other institution.
- 17.7 Employees with recognised service for long service leave purposes from another institution may not take their accrued long service leave until they have completed three years of service with the University of Divinity and a total of ten years of continuous service. This does not affect the employee's right to payment in lieu of long service leave on termination.

## **18. Staff Conduct**

- 18.1 All employees of the University are members of the University and must agree to abide by the University's Code of Conduct as documented in Regulation 83.
- 18.2 All employees must review the Code of Conduct annually as prompted through the University's human resource information system.
- 8.2 Breaches of the University's Code of Conduct or its associated policies, including the Conduct and Misconduct Policy, the Sexual Assault and Sexual Harassment Policy, and the Safeguarding Policy, may result in disciplinary action.
- 18.3 Complaints in relation to breaches of the University's Code of Conduct are managed in accordance with the University's Complaints Policy.

## **18. Date of Next Review**

- 18.1 This Policy must be reviewed annually by the Chief of Staff in consultation with persons employed under this Policy. This requirement may be fulfilled by a meeting of the Chief of Staff with employee representatives for the purposes of:
- a) raising any issues with the application of the Policy
  - b) identifying any areas requiring review
  - c) advising any additions or changes sought by staff.
- 18.2 The next cyclical review must take place no later than 31 December 2025.

**Schedule A: Salary Scales**

**Effective as at: 1 January 2024**

Approved by the Vice-Chancellor: 23 Apr 2024



<b>1. Higher Education Industry Award - General Staff</b>					
Base salary rates (not including superannuation, paid at 11% , and at 11.5% from 1 Jul 2024)					
	Step 1	Step 2	Step 3	Step 4	Step 5
HEW 1	57,945.74	59,111.70	60,286.93	-	-
HEW 2	62,880.47	64,137.07	-	-	-
HEW 3	65,777.86	67,091.11	68,430.11	69,802.07	71,201.84
HEW 4	76,031.51	77,553.85	79,107.09	-	-
HEW 5	82,218.72	83,856.42	85,535.32	87,244.09	88,990.97
HEW 6	95,369.76	97,280.41	99,216.81	101,206.77	-
HEW 7	105,230.98	107,339.39	109,483.85	111,670.54	-
HEW 8	118,391.29	120,756.17	123,168.43	125,632.19	-
HEW 9	138,117.85	140,873.10	143,699.42	-	-
Leave loading (applicable to ongoing and fixed-term staff) is paid at a rate of 17.5%					
<b>2. Higher Education Industry Award - Academic Staff</b>					
Base salary rates (not including superannuation, paid at 11% , and at 11.5% from 1 Jul 2024)					
Level	Base Salary		Casual Hourly Rate with 25% loading		
A	75,685		49.51		
B	83,073		54.34		
C	97,533		63.80		
D	113,601		74.31		
E	140,914		92.17		
<b>Higher Education Industry Award - Academic Staff Notes</b>					
<ol style="list-style-type: none"> <li>1. The academic staff salary scale is neither determinative of nor determined by a staff member’s academic classification under the Academic Staff Policy</li> <li>2. The Vice-Chancellor has discretion to remunerate staff above the minimum level where considered appropriate.</li> <li>3. Levels for UD are benchmarked against Levels A6, B1, C1, D1 and E in the award.</li> </ol>					

4. Casual Hourly rates are calculated using the formula (Base Annual Remuneration Package/52)/36.75 + 25%. Superannuation guarantee is paid on Casual Rates as noted above.
5. Leave loading (applicable to ongoing and fixed-term staff) is paid at a rate of 17.5%.

<b>3. Higher Education Industry Award – Hourly Rates for Academic Delivery</b>	
<i>Academic Activity</i>	<i>Casual Hourly Rate</i>
Basic lecture (1 hour delivery and 2 hours associated working time)	\$163.03
Developed lecture (1 hour delivery and 3 hours associated working time)	\$217.41
Specialised lecture (1 hour delivery and 4 hours associated working time for each lecture)	\$271.74
Repeat lecture (1 hour delivery and 1 hour associated working time for each lecture)	\$108.60
Tutorial (1 hour delivery and 2 hours associated working time for each tutorial)	\$144.38
Repeat Tutorial (1 hour delivery and 1 hour associated working time for each tutorial)	\$96.20
Professional presence (1 hour attendance at a lecture or tutorial and any associated working time)	\$96.20
Other required academic activity	\$48.12
Standard marking (3000 words per hour)	\$48.12
Thesis Supervision or HDR Supervision	\$142.50
Supervision on supervision	\$120.00