

SCHEDULE 1: DEFINITIONS AND GLOSSARY OF TERMS

Agreement	The University of Adelaide Collective Agreement 2006-2008.
Area	A school, faculty, branch, unit or division.
Calendar Day	Monday to Sunday.
Casual Employment	Employment on an hourly basis for which a loading is paid in addition to the hourly remuneration rate appropriate to the classification of the work undertaken.
Consultation	Discussions between the University and staff, with the views expressed by both parties, taken into account before any final decisions are made by the University.
Continuing Employment	Employment with no fixed end date, i.e. all employment other than fixed-term and casual.
Deputy Vice-Chancellor/ Executive Director	Is the Manager who the staff member is responsible to and who directly reports to the Vice-Chancellor or a person acting in the position. Where the Manager is the Deputy Vice-Chancellor/Executive Director, they will handover the written report to their Deputy Vice-Chancellor/Executive Director counterpart to determine any disciplinary action or recommendation.
Continuous Service	Is employment where there has been no break in employment or term of engagement for a period of no greater than 8 weeks.
Disciplinary Action	Action taken by the University to discipline a member of staff for unsatisfactory performance, misconduct or serious misconduct may include: (a) formal censure or counselling; (b) demotion by one or more classification levels or increments; (c) withholding of an increment; (d) suspension with or without pay; or (e) termination of employment (excluding misconduct).
Executive Manager	Deputy Vice-Chancellors, Pro Vice-Chancellors, Executive Directors, Executive Deans, or a person acting in these positions.
Family Member	A relative by blood, marriage, adoption, fostering, traditional kinship (including guardian, ward, grandparent, foster-grandparent, step-grandparent, and in-law relative) or a person who stands in a bona fide domestic or household relationship with the staff member including situations in which there is implied some dependency or support role for the staff member.
Fixed-term employment	A fixed-term staff member employed for a fixed time or a specific task or project.
Involuntary Redundancy	The University has declared a position redundant and no longer requires the duties of that position to be performed by the staff member.
Misconduct	Conduct that is not serious but nonetheless unsatisfactory.
Ordinary Pay	The staff member's substantive classification rate which does not include shift premiums, overtime, loadings other than clinical loadings, allowances or other penalty rates.
Partner	A person who stands in a bona fide relationship with a staff member who is accessing maternity/ adoption leave. The partner would be considered the parent who is not identified as the primary caregiver.
Part-time employment	Employment for less than the normal weekly full-time hours, for which all entitlements are paid on a pro-rata basis.
RAC	Roseworthy Agricultural College
Redeployment	The transfer by the University of a staff member, whose position has been declared redundant, into a suitable position.
Representative	A person who assists or speaks on behalf of a staff member or a person, who assists or speaks on behalf of the University, and in either case, excludes a person who is a practising solicitor or barrister.
Retrenchment	The separation of a staff member who has been notified that their position is to be made redundant and who has not applied for voluntary separation, redeployment or review of the decision, or the separation of a staff member whose appeal against redundancy has failed.
Review Committee	Will mean the Review Committee as set out in the Review Committee Clause.
SACAE	South Australian College of Advanced Education
Senior Manager	As detailed in Schedule 3: Salaries Professional Staff.
Serious Misconduct	May include: (a) serious misbehaviour of a kind (e.g. assault, bullying, fraud, harassment, theft) which constitutes a serious impediment to the carrying out of a staff member's duties or to a colleague's carrying out their duties; (b) serious dereliction of the duties required of the position; or (c) conviction by a court of an offence, which constitutes a serious impediment of the kind referred to in (a).
Staff Member	A person employed by The University of Adelaide.
Tenure	Refers to continuing employment, i.e. all employment other than fixed-term and casual, for an academic staff member's appointment following the tenurable period.
Tenable Period	Is the 30-month period following successful completion of the probation period and pending confirmation of appointment to continuing employment for an academic staff member.
Termination of Employment	All decisions by the University to terminate employment must be in accordance with this Agreement.
Vice-Chancellor	The Vice-Chancellor of the University, a person acting in his/her position, or his/her nominee.
Voluntary Acceptance of Redundancy	A process applicable to a staff member who does not wish to pursue a review or redeployment once their position has been declared involuntarily redundant.
Voluntary Separation	A staff member may apply to take a financial package from the University where their work can be restructured in such a way that a replacement is not required or their position is surplus to requirements.
Working Day	Monday to Friday excluding public holidays.
Workplace Relations Act	Workplace Relations Act 1996 as varied from time to time.