

## BONA FIDE REVIEW PROCEDURE

---

1. OVERVIEW
2. SCOPE AND APPLICATION
3. PRINCIPLES
4. PROCEDURES
5. DEFINITIONS
6. RELATED DOCUMENTS AND POLICIES

### 1. OVERVIEW

This procedure prescribes the control process that must be followed by Heads of School/Branch Heads or their nominated reviewer to confirm that staff being paid from the budget of their school/branch are bona fide staff members.

In doing so this confirms only bona fide staff members are paid through payroll and provides a structure to assist with workforce planning and vacancy management.

This procedure forms part of the [Remuneration and Employment Benefits Policy](#) suite.

### 2. SCOPE AND APPLICATION

This procedure applies to all monthly bona fide review reports for every school and branch to verify:

- the full-time equivalent (FTE) is correct for each employee within the school/branch
- new staff members commencing within the school/branch in the reporting month
- staff members leaving the school/branch within the reporting month
- scholarship students are excluded from reporting and this procedure.

### 3. PRINCIPLES

The monthly bona fide review report will be distributed within two (2) working days of the end of the reporting month.

The Head of School/Branch Head or their nominated reviewer is required to complete their review of the monthly bona fide review report no later than two (2) weeks after the end of the reporting month.

Monthly bona fide review reports contain details of active positions, new starters, and separations for the reporting month except where there have been delays in employment offer acceptance or receipt of separation notices, which will be reported retrospectively in the following month's report.

## 4. PROCEDURES

Reviewers are required to take the following actions for every bona fide review report.

### 4.1 Monthly Review Process

#### 4.1.1 Active positions report

This report lists the position FTE which is the maximum FTE available for the active positions, and the job FTE which is the actual FTE occupying the active position. Variances between the relative position fields and job fields are highlighted for review as part of workforce planning. The reviewer is required to identify discrepancies which may need investigation or correction.

#### 4.1.2 New starters report

This report lists all continuing, fixed term and casual staff members who have commenced employment in the given school/branch in the reporting month. The reviewer is to review and verify that:

- the list of staff members who commenced employment within the reporting month is complete
- the hire/rehire date accurately reflects the actual start date of the staff member.

#### 4.1.3 Separations report

This report lists all continuing, fixed term, and casual staff members who have concluded employment in the given school/branch in the reporting month. The reviewer is to review and verify that the list of staff members who left the school/branch within the reporting month is correct.

### 4.2 Following monthly review

If any of the staff member lists that form the bona fide review report are incomplete or incorrect those issues must be reported to the [HR Service Centre](#) within two (2) weeks of the end of the reporting month for investigation and resolution.

Evidence of the monthly review process must be retained locally in the school/branch for a minimum of 18 months and be available upon request from internal/external auditors. The evidence of the review should at least include a copy of the report and a statement that indicates that the report is accurate.

The evidence of the review may take the form of an email from the nominated reviewer to the Head of School/Branch Head, or it may be a record stored electronically on the University's records management system, or in a school/branch shared folder/box. The evidence of the review should be able to be accessed by the nominated reviewer and the Head of School/Branch Head.

#### 4.3 Quarterly reminders

The HR Service Centre will distribute a quarterly reminder to Heads of School/Branch Heads to encourage awareness of this procedure. This is to prompt the Heads of School/Branch Heads to confirm the review is appropriately occurring in their school/branch and that the verified reports are being retained in accordance with the procedure.

### 5. DEFINITIONS

#### Nominated reviewer

A staff member nominated by the Head of School/Branch Head to support the monthly review process. The nominated reviewer must have a working knowledge of the staff of the school/branch in order to verify the accuracy of names of staff listed on the bona fide review report without reference to other systems or forms. The reviewer may need to make enquiries of others to confirm the accuracy of the start date for a new starter.

### 6. RELATED DOCUMENTS AND POLICIES

[Remuneration and Employment Benefits Policy](#)

[University of Adelaide Enterprise Agreement 2023-2025 \(as amended\)](#)

[Recruitment Policy](#)

[Recruitment Procedure](#)