

CRAFT- Fixed term Contract- Subsequent Fixed Term Appointment Tool Kit for Supervisors and School Contacts

Purpose: The purpose of this document is to provide guidelines to School Contacts to complete the Fixed Term Contract Review task using CRAFT. It is a supplementary document to the CRAFT User Training Guide.

<p>Loadings</p>	<p>Attraction/Retention and Responsibility Loadings can be awarded for duration of up to three years and are to be expressed as a fixed dollar amount. They do not increase with Enterprise Agreement (EA) increases and do not attract Superannuation. See the Loading, Allowances and Performance Bonus Procedure of the Remuneration and Employment Benefits policy. Where a Salary Loading for Clinical Responsibility (Clause 3.14) applies, the appointee's eligibility should be assessed in line with the EA's provisions and the documentary evidence of the appropriate registration by the Australian Health Practitioner Regulation Agency provided.</p>	<p>Action Ensure the requested loading is in line with the EA and the applicable policy. If Clinical or Dental Loading applies, ensure evidence of registration is attached.</p>
<p>Contract Category</p>	<p>All fixed-term appointments must comply with the Limitations on the Use of Fixed-Term Contracts (Clause 2.3). The three most commonly used categories are:</p> <ul style="list-style-type: none"> • Specific task or Project: contract can be offered under this category if the staff member will be completing a definable work activity that has a starting time and that is expected to be completed within an anticipated time frame. It also includes a period of employment: <ul style="list-style-type: none"> ▪ funded through non-recurrent funding external to the University, not being funding that is part of an operating grant from government, or funding comprised of payments of fees made by or on behalf of students. ▪ providing support to other staff members, all or majority of whom are engaged on fixed-term contracts. • Research-Only: appropriate for staff members who will be engaged to undertake research-only functions. Contracts under this category cannot exceed five years. • Replacement staff member: a staff member may be offered a fixed-term appointment under this category in order to <ul style="list-style-type: none"> ▪ replace a full-time or part-time staff member for a definable period for which the latter is either on authorised leave of absence or is temporarily seconded away from their usual work area ▪ perform the duties of a vacant position, in which case the initial fixed term must be no longer than 12 months. This may be extended for a further period of up to 12 months provided that no later than 6 months from the date of extension the University commences recruitment action to engage a continuing staff member in the position; ▪ perform the duties of a position the normal occupant of which is performing higher duties pending the outcome of recruitment action for a vacant higher duties position. <p>Note that contract categories carry various limitations relating to the duration and nature of the appointment. It is the School/Area's responsibility to ensure that the correct and appropriate contract category is chosen and limitations thereof are applied. In some instances, a justification and/or further approval will be required before the contract can be issued. For example, supporting information outlining the nature of the project/task needs to be provided for contracts requested under the "Specific Task or Project" category if funded through recurrent fund. Similarly, a contract issued under the "Other Circumstances" category can only be offered for period of up to five years and requires the approval of the relevant union. Please refer to Fixed-term contract Management help guide in determining whether supporting documents need to be provided and for further information.</p>	<p>Action Ensure the selected contract category is appropriate under the terms of EA, and the limitations thereof have been applied. Provide supporting information/ documents/ approvals for the category where required.</p>
<p>Salary Level</p>	<p>The staff member's current salary step and step entry date (i.e., the date of the last salary increment) will be displayed in the Contract Review task. If the School/Area wishes to effect an accelerated increment (e.g., current salary step is 2 of HEO 6 scale, and the negotiated salary step for the subsequent contract is 4 of HEO 6 scale) this can be actioned by increasing the step as required. The step entry date will automatically default to the start date of the new contract and will be verified by Human Resources. If the start date of the new contract falls on the anniversary date of the step entry and the staff member has not yet reached the maximum incremental rate, the step will be increased by the Human Resources at the initial review. Please note that it should <u>not</u> be increased by the Supervisor or the School/Area Contact other than in instances of a true accelerated increment.</p>	<p>Action If a staff member is due an increment effective before or on the start date of the new contract, do not update it as this will be actioned by Human Resources.</p>

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<p>Superannuation</p>	<p>The University is obligated to make an appropriate level of superannuation contributions on the staff member’s behalf. Two levels of contribution paid at the University are Full Super (17%, into DBD & Accumulation 2 Scheme) and Default Super (9.5%, into Accumulation 1 Scheme), latter being the statutory minimum superannuation contribution under the <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth), as amended or replaced. The Contract review task will show the staff member’s current superannuation rate; please note that if they are currently in receipt of Full Super (i.e., 17%), the employer contributions cannot be reduced to Default. The following decision matrix outlines the minimum superannuation rate payable. Where the staff member is currently receiving Default Super and the terms of the appointment are being varied via “Modify & Renew” option in the Contract Review Task, the Superannuation rate may be increased to Full Super if required in accordance with the matrix, or if negotiated with the staff member.</p> <p>This decision matrix specifies the Superannuation rate payable. Update the drop-down selection to Full Super if required according to the matrix or if higher rate has been negotiated.</p> <p>*Superannuation Rate <input type="text" value="Default"/> iding <input type="text" value="Default"/> <input type="text" value="Full Super"/></p> <p>Human Resources will continue to review the Superannuation rate to ensure it meets the minimum rate payable and make appropriate changes where required. In circumstances where the staff member does not meet the eligibility criteria as per the matrix, but the local area has increased the superannuation to Full Super, the 17% contributions will be paid into Accumulation 1 Scheme (where 9.5% is usually paid into).</p> <p>Superannuation Rate Default <input checked="" type="checkbox"/> 17% Superannuation for non-eligible employees</p> <p>The Superannuation has been updated to 17% employer contributions by the local area.</p> <p>Where the local area or Human Resources have made updates to Superannuation rate, these will be annotated on the Approval task sent to the Head of School/Branch and Finance Manager (see above and below for examples). If required, the Head of School/Branch or Finance Manager may decline the request.</p> <p>Superannuation Rate Full Super</p> <p>Due to an update made to the Job and/or Financial Information, the Superannuation Rate has been updated to full (17%) employer contributions by HR.</p>	<p>Action Ensure the superannuation percentage is appropriate and in line with the UniSuper matrix. Consider their current employment status with the University.</p>
<p>Weekly hours</p>	<p>If varying the terms of the subsequent appointment, note that the maximum full-time hours are 36.75 hours per week. This equates to 7.35 hours per day, or 7 hours and 21 minutes. Additionally, if the staff member holds another fixed-term or continuing appointment with the University, consider whether they are relinquishing their other position OR they will continue holding the two positions concurrently. When considering the latter, the new work pattern cannot clash with their work days in the other position. This may necessitate a change in work pattern or change in total hours for their other position. Note that the total weekly hours can only be expressed up to 2 decimals, and the work pattern specified (weekly or fortnightly) will need to average to total weekly hours. For example, if the staff member will be working only one day a fortnight, ensure that the hours for that day are entered as 7.36 OR 7.34, rather than 7.35 as latter hours would average to 3.675 per week, which is not permissible.</p>	<p>Action Note that the full-time hours equate 36.75 per week. If the hours are changing, consider any other positions the staff member may hold.</p>

<p>Function Code</p>	<p>For all fixed-term and continuing appointments, information about the applicable function code must be recorded. This information is used to determine the first four digits of the account code as per the Function Code Matrix of permissible classification and function codes combinations, and for reporting to ERA and Government departments. Four available function codes are:</p> <ul style="list-style-type: none"> • <u>Teaching-only</u> (Teaching Intensive): <ul style="list-style-type: none"> ○ to be used for 'Teaching Fellowship' fixed-term contract category, as per clause 2.3.1. By definition, staff members appointed under that category may perform up to 75% teaching duties. ○ may also be selected for Academic Level A – E employees (i.e., Associate Lecturers to Professors, as defined in University of Adelaide Enterprise Agreement (as amended) Classification Standards (Schedule 6)), where the Staff Member is being appointed as an Education Specialist, with teaching duties of over 60%. • <u>Research-only</u>: <ul style="list-style-type: none"> ○ to be used for all Research-only Level A – E staff members (as defined in the University of Adelaide Enterprise Agreement (as amended) Classification Standards (Schedule 6)), whose primary role is conducting research, appointed under the Research-Only fixed-term contract category, as provided for in clause 2.3.1.3 of the University of Adelaide Enterprise Agreement (as amended). ○ it may also be appropriate for professional staff members providing technical or professional research assistance, where the professional appointee will be cited in resulting publications. • <u>Teaching and Research</u>: <ul style="list-style-type: none"> ○ to be used where a formal requirement is that both teaching and research is undertaken as part of the job role. This code is appropriate for Academic Level A – E staff members (i.e., Associate Lecturers to Professors, as defined in Classification standards (Schedule 6) of the Enterprise Agreement), with Standard Workload Allocation. • <u>Other</u>: <ul style="list-style-type: none"> ○ generally used for professional positions of administrative nature. It is also appropriate for staff members who provide professional support to research but are not cited in resulting publications as well as staff members performing trades work and technical teaching (i.e., ELT staff). <p>The staff member's current function code will be displayed in the Contract Review task, and in majority of cases will not require amending. A change that may be required is where a professional staff member has been cited in publications and, therefore, their Function Code should change from Other to Research. Following negotiations with the staff member, where it was agreed that they would be reappointed as an Education Specialist, their function code may need to change from Teaching and Research to Teaching-only. If changing the code, note that the first four digits of the account code may also need to be updated in line with the Function Code Matrix.</p>	<p>Action Ensure the function code is appropriate and in line with the classification and nature of the position.</p>
<p>Working Rights/ Visa</p>	<p>All University staff members are required to have appropriate working rights whilst engaged in employment. If the staff member is not a citizen or a permanent resident, they are required to hold a current and valid temporary visa with working rights for the duration of their contract with the University.</p> <p>Before requesting a reappointment, consider any restrictions that the staff member's visa carries (e.g., 40 hours per fortnight for 573 visa holder). Please refer to the Department of Immigration and Border Protection for further information.</p> <p>If the staff member requires a sponsorship for a 457 visa (whether new or renewal), please consider and take into account the current processing timelines before nominating a start date.</p>	<p>Action Consider any restrictions that the staff member's visa carries. If sponsorship is required, allow sufficient time for processing.</p>

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<p>Other relationships with the University and considerations</p>	<p>Before an offer of reappointment is made and terms of the contract agreed upon, the area should consider staff member's other relationships within the University:</p> <ul style="list-style-type: none"> If the staff member is a current <u>Scholarship holder</u>, they are restricted to 8 hrs/week work maximum. Alternatively, they can take a leave of absence from their Scholarship for the duration of the appointment or relinquish the scholarship and will need to make contact with the Adelaide Graduate Centre to make the appropriate arrangement. If the staff member is a current <u>Titleholder</u> and is being appointed into an Academic role, the staff member has to relinquish the title. <p>The initial review undertaken by the Human Resources at the start of the Approval process will minimise the likelihood of delays in the subsequent stages. If any information provided is incorrect, incomplete or requires further supporting documentation, the request will be declined at the initial review and reasons for it provided in the Comment Field.</p> <p>If the contract details (e.g., end date, salary step, etc.) require amending <u>after</u> the offer has been approved and/or accepted via CRAFT system, contact Employee Services for assistance.</p>	<p>Action</p> <p>Consider appointee's other relationships within and outside of University before agreeing on dates and terms of the appointment.</p> <p>Allow sufficient time for approvals and processing when nominating start date.</p>
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Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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