Recruitment Procedure

Information Sheet: New appointment work instructions for Hiring Coordinators

Purpose

The purpose of this document is to provide information to complete the Job Card and Offer card and provide assistance with contract specific requirements. It is a supplementary document to the Hiring Coordinators Training Manual (Appendix 1)

Field in Offer Card	Explanation of field	Required Action
Approvals	All appointments require the appropriate authorisation from the Head of School/Branch Head and the respective Finance Manager, in accordance with the Delegations of Authority. Additionally, if the appointment is to include a loading or an agreed salary under 25% of the maximum base salary (i.e., highest salary step of the classification), or is a Pre-Retirement or Senior Staff contract, it requires an Executive Dean/ Corporate Manager's approval. If the selected loading or agreed salary is over 25% of maximum base salary and/or the appointment is at Professorial level, in addition to the Executive Dean/ Corporate Manager's endorsement, the appointment requires the Vice-Chancellor's approval. Please ensure you have attached documentation justifying the appointment and/or loading for the Vice-Chancellor's consideration and approval.	Ensure appropriate approval workflow is selected considering the nature of the appointment. Provide supporting justification for the loading or agreed salary (if over 25% over base salary) or appointment (if Level E).
Loadings	Attraction/Retention and Responsibility Loadings can be awarded for duration of up to three years (e.g., 3 March 2016 to 2 March 2019) and are to be expressed in fixed dollar, full-time equivalent amounts. In line with the Loading, Allowances and Performance Bonus Procedure of the Remuneration and Employment Benefits policy, they do not increase with Enterprise Agreement (EA) increases and do not attract Superannuation. 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.	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.
Recruitment Procedure	The University of Adelaide aims to attract, select, appoint and retain quality staff. The Recruitment Policy sets out principles and procedures to ensure staff recruitment and selection practices are consistent, merit-based and aligned with the University's primary goals of teaching, research and research training. In line with the Recruitment Procedure of the policy, all positions will be advertised within the University as a minimum and appointments will be made through a competitive and merit-based selection process. In very limited circumstances, appointment may be made without advertising: • If the appointment is into a position requiring highly specialised expertise and where the supervisor can certify that a search has been conducted and the nominated individual is the best person for the job; or • Where the supervisor can certify that the work is required for a limited purpose no more than 12 months duration. In other extenuating circumstances, positions may be filled without advertising on the approval of the Executive Dean/Divisional Head, in consultation with the Director, HR.	Ensure the appointment is in line with the University's Recruitment Policy. If the appointment has not been advertised, ensure that the Direct Appointment Justification has been provided, as instructed on the *Job* and *Offer Card*

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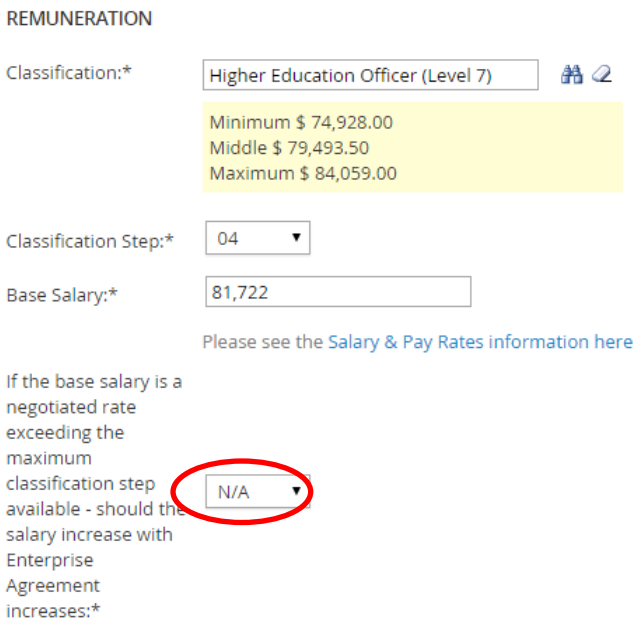
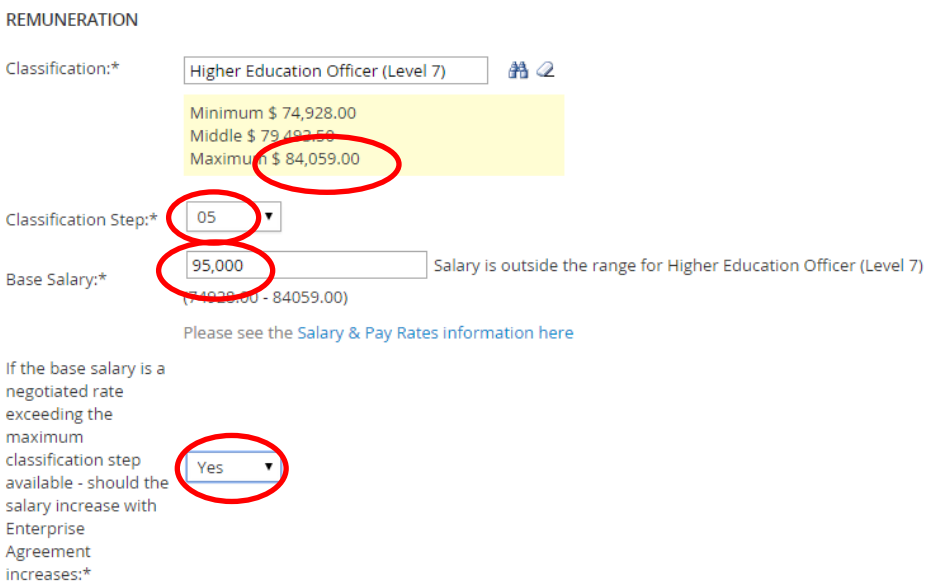
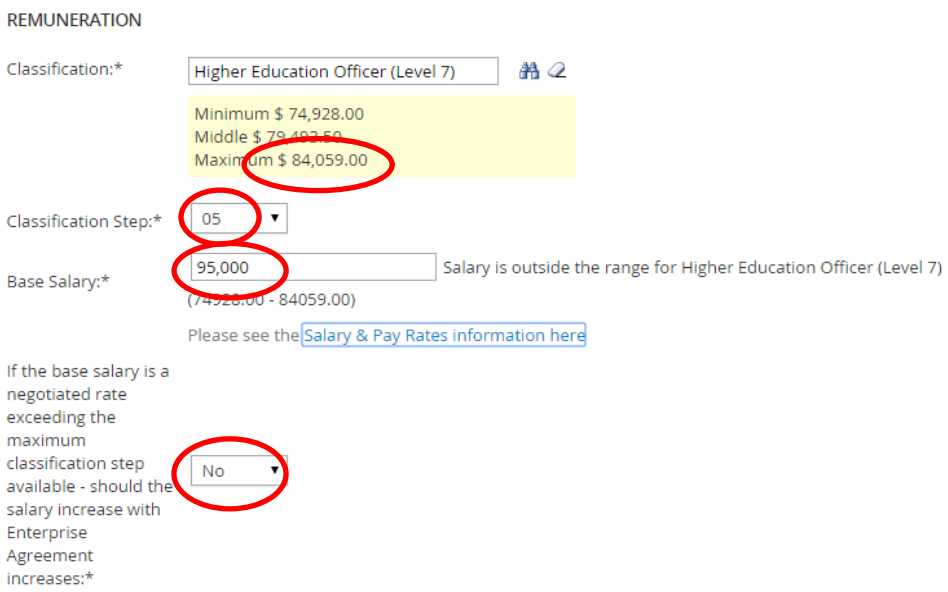
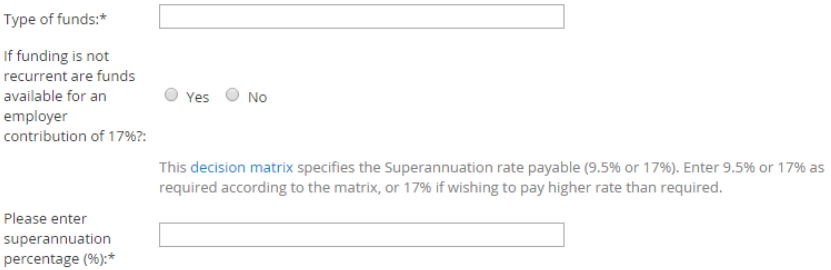
Contract Category	All fixed-term appointments must comply with the University of Adelaide Enterprise Agreement (as amended) Limitations on the Use of Fixed Term Contracts (Clause 2.3). The three most commonly used categories are: • Specific task or Project: contract can be offered under this category 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: ▪ 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: ▪ 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. Note that contract categories carry various limitations, relating to the duration and nature of the appointment, refer to the University of Adelaide Enterprise Agreement (as amended) . 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 the matrix on the *Job Card* and *Offer Card* in determining whether supporting documents need to be provided.	Ensure the selected contract category is appropriate under the terms of EA, and the limitations thereof have been applied. Provide supporting information/documents for the category where required.
Classification and Salary Level	The classification of the position on the *Offer card* must be appropriate and match the classification level on the advertisement, specified in the *Job Card* (if the position was advertised). For professional appointments, the Position Description has to be developed and approved, and provided before an appointment can be made. The chosen salary step level should be commensurate with the experience and the skills of the appointee and should take into account their current status with the University. If the appointee is a current employee of the University and is being appointed at the same classification as that of their current position, the salary step level has to match the step he or she is currently on as a minimum, in line with the University of Adelaide Enterprise Agreement (as amended) Incremental Progression (Clause 3.2) provision. Academic appointees with PhD must be paid no lower than the 6th increment of Level A scale. The area may determine whether the salary will be EA prescribed or an agreed rate. In the majority of cases, the most appropriate (and common) option is to make the appointment at the EA prescribed classification/step combinations.	Ensure the classification and salary level is appropriate and in line with the EA. Consider their current employment status with the University.

(continued)

Field in Offer Card	Explanation of field	Required Action
Classification and Salary Level (continued)	For example, appointment can be made at HEO 7 classification and the salary set to start at the 4th step of the scale. The Base Salary amount should match the classification/increment combination as outlined in the EA and the HR Website under Salary Information heading. See below for an example. In choosing this option, the appointee will receive any applicable salary increments (in this example, employee will progress to Step 5 of the salary scale following a satisfactory completion of a year of continuous service) and any University-wide salary increases. Example 1 In this Example, the answer to the question "If the base salary is a negotiated rate exceeding the maximum classification step available – should the salary increase with the Enterprise Agreement increases" should be *N/A*. 	
	In some, rare instances, it is appropriate to offer an agreed salary rate which is over and beyond the EA prescribed rate for the particular classification. The negotiated salary can either increase with University-wide salary increases or not. Note that in the Example 2 below, the answer to the question "If the base salary is a negotiated rate exceeding the maximum classification step available – should the salary increase with the Enterprise Agreement increases" is *Yes*. This indicates that the $95,000 agreed rate will attract University-wide pay rise, such as the 1.5% increase which was applied in January 2014.	(continued)

Field in Offer Card	Explanation of field	Required Action
Classification and Salary Level (continued)	Example 2 In this example, the step has been set at 5, which is the highest possible step for HEO 7 level, however, since the salary will be paid at an agreed rate the chosen step can be ignored.  Example 3 below shows the combination of answers that will achieve the following: • The employee will receive an agreed salary which is over and beyond the prescribed classification level ($95,000) • The salary will not increase with the University-wide increases. Note that this option should only be used for the most senior appointments. Please contact Human Resources if you wish to make an appointment under those terms.	(continued)

Field in Offer Card	Explanation of field	Required Action
Classification and Salary Level (continued)	Example 3  	(continued)
Superannuation	The University is obligated to make an appropriate level of superannuation contributions on the employees' behalf. Two available levels of contribution 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 *Superannuation Guarantee (Administration) Act 1992* (Cth), as amended or replaced. The appropriate and applicable level of superannuation will depend on the appointee's age and the nature and length of the appointment. To determine the applicable superannuation percentage, please refer to the decision matrix in the *Job Card*.  	Ensure the superannuation percentage is appropriate and in line with the decision matrix. Consider their current employment status with the University.

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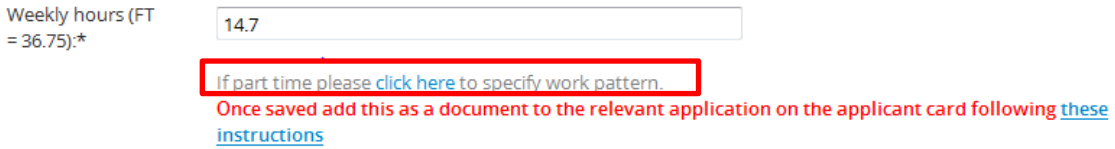
Superannuation (continued)	In the field provided, enter 9.5% or 17% as required in accordance with the matrix. If wishing to pay 17% employer superannuation contributions, where the employee is only due Default rate according to the matrix, please specify this in a note within the Additional Instructions section of the *Job and Offer Card* and enter 17% in the relevant field. Note that, in the circumstance described, the contributions will be paid into Accumulation account, where 9.5% is usually paid into. Additionally, if the appointee is a current employee of the University paid through University funds (i.e., recurrent funds), and is currently receiving 17% employer superannuation contributions, the University has a commitment to continue 17% superannuation contributions for as long at the appointment is funded through the University funds.	(continued)
Weekly hours	When nominating weekly hours for an appointee, 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. If the employee is being appointed at part-time hours, please ensure that the part-time working pattern is indicated on the spreadsheet provided through the link in *Offer Card* (see below), and attached to the application documents once completed.  The spreadsheet must be completed with the appointee's USUAL hours and work pattern. If their employment does not commence at the start of a pay fortnight, please provide the pattern that they will follow AFTER their first pay day. However, any work undertaken in the fortnight before their first payday must adhere to the same pattern. Also, note that the total weekly hours, when averaged over the fortnight, should be expressed with up to 2 decimals. If the average hours have more than 2 decimals, please correct one of the days by 0.01. For example, if the appointee 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. Enter the average weekly hours (as shown on the spreadsheet) into the *Offer Card*, and attach the completed spreadsheet to the application documents. Note that the spreadsheet needs to be converted to .PDF format before it is attached.	Note that the full-time hours equate 36.75 per week. If the employee will be working part time, please ensure that the Part-time working pattern spreadsheet is completed and attached.

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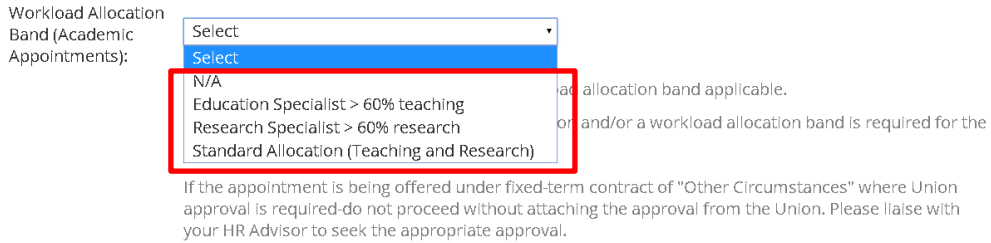
Function Code and Workload Allocation Band	For all fixed-term and continuing appointments, the area needs to provide information about the applicable function code. This information is used to determine the first four digits of the account code as per the Function Code Matrix of permissible classification and function codes combinations, and for reporting to ERA and Government departments. The available functions codes are Teaching Intensive, Research-only, Teaching and Research and Other. In addition, for some Academic appointments the area will need to indicate the applicable Workload Allocation Band. Please refer to the matrix on the *Job Card* and *Offer Card* to determine whether a Band needs to be selected (otherwise, select N/A). The available selections are *Education Specialist > 60% teaching*, *Research Specialist > 60% research* and *Standard Allocation (Teaching and Research)* and *N/A* if not applicable – see below:  Note that the Workload Allocation Band needs to match the selected Function code. Below information outlines the possible combinations relative to function codes: • Teaching Intensive: ▪ to be used for Scholarly Teaching Fellows, appointed on continuing basis in line with provisions of clause 2.4 of the University of Adelaide Enterprise Agreement (as amended) or for staff appointed into Teaching Fellowship fixed-term contact category, as per clause 2.3.1. By definition, staff members appointed under these terms may perform up to 75% teaching duties and, therefore, the Workload Allocation does not need to be selected. ▪ also appropriate 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. Please refer to the matrix in *Job Card* and *Offer Card* or the Academic Contract Types to ascertain whether an Education Specialist can be appointed under the chosen contract category. If so, the relevant Workload Allocation Band is *Education Specialist > 60% teaching.* • Research-only: ▪ 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. These staff members will be appointed under the Continuing Research Appointment or Research-Only fixed-term contract category, as provided for in clause 2.1.6 and 2.3.1.3, respectively, of the University of Adelaide Enterprise Agreement (as amended). Since these appointments are Research-only by definition, the Workload Allocation Band options are not relevant.	Ensure the function code is appropriate and in line with the classification and nature of the position. Consider whether Workload Allocation Band needs to be indicated and ensure it is consistent with the chosen Function code.

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	• Research-only (continued): ▪ Research-only function code may be used for Academic Level A – E continuing appointments (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 a Research Specialist. In that instance, the appropriate Workload Allocation Band is *Research Specialist > 60% research.* **Note,** the Research Specialists may only be appointed under the general, continuing academic appointment, funded through University Funds; any research-focused academic on a fixed-term contract should be appointed as a Research-only Level A – E staff member (as defined in the University of Adelaide Enterprise Agreement (as amended)) on a contract category Research-only. Refer to Academic Contract Types for a detailed table of permissible combinations. ▪ 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. • Teaching and Research: ▪ 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 employees (i.e., Associate Lecturers to Professors, as defined in University of Adelaide Enterprise Agreement (as amended) (Schedule 6) of the Enterprise Agreement). The matching Workload Allocation Band is *Standard Allocation (Teaching and Research).* Refer to Academic Contract Types matrix for more information. • Other: ▪ appropriate for employees who do not engage in teaching or research activities. It is also to be used for appointees who provide professional support to research but are not expected to be cited in resulting publications. Professional positions of administrative nature are generally coded with function Other. Workload allocation is not applicable.	
Working Rights/ Visa	All appointees to the University of Adelaide are required to have appropriate working rights before engaging in employment. If the appointee 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. Before making an offer, consider whether the appointee currently holds an appropriate visa which allows them to work for the University of Adelaide. Note that some visas carry restrictions in the number of hours the visa holder is allowed to work (e.g., 40 hours per fortnight for 573 visa holder), as well as the place of work (e.g., 457 visa holders can only work for an approved employer, who had sponsored them for that visa). Please refer to the Department of Immigration and Border Protection for further information. If the appointee does not hold a current visa which allows them to work for the University of Adelaide, and requires a sponsorship for a 457 visa, please consider and take into account the current processing timelines before nominating a start date. For contracts **issued and accepted** after 10 November 2015, the Contract Start Date may be varied without issuing a new contract if the commencement has been delayed due to visa processing and the new start date is within three months of the date nominated on the original contract. The changes to start date due to visa delays must be documented via email exchange with the prospective staff member and email trail forwarded to Human Resources. Note that strict limitations apply on this process; it can only be used for changes to the Contract Start Date where: ▪ the new start date is within three months of the date nominated on the contract and ▪ the change is due to visa processing times. For more details, refer to a fact sheet outlining recent business process changes with respect to Contract Start Date Changes for Staff Members Employed on a Visa.	Consider whether the appointee holds appropriate working rights for the duration of their contract with the University of Adelaide or requires sponsorship for a visa. If sponsorship is required, allow sufficient time for processing when nominating start date.

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Other relationships with the University and considerations	Before an offer is made and terms of the employment agreed upon, the hiring area should consider applicant's other relationships within and outside of the University: • If the appointee is a current Scholarship holder, 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 applicant is a current Titleholder and is being appointed into an Academic role, the appointee has to relinquish the title. • If the appointee holds another fixed-term or continuing appointment with the University, consider whether they are relinquishing the current position OR they will hold the two positions concurrently. If latter, the work schedule of the new position cannot clash with their existing work days. This may necessitate a change in work pattern or change in total hours for their existing position. • If the appointee is required to provide notice to their current employer before they commence work with the University of Adelaide, allow for sufficient time to account for the contract turnaround and the notice period when nominating a start date. The current Service Level Agreement in relation to the contract turnaround time is 5 working days from the receipt of a process-ready and approved contract request. The Contract Compliance check step has been added to the start of the Offer Card Approval process in order to minimise the likelihood of delays in the subsequent stages. If any information provided in the *Job* or *Offer Card* is incorrect, incomplete or requires further supporting documentation, the appointment request will be declined at the Compliance check and reasons for it provided in the Note Field. Any amendment made to the Offer Card after the Contract Compliance check step will result in the Offer Card being declined at the final Human Resources approval step, in order to effect a new, compliant approval workflow. If the contract details (e.g., start and/or end date, salary step, etc.) require amending after the initial offer has been approved and sent through the Recruitment system, an email request containing the details of the change and the appropriate approvals will need to be forwarded to Employee Services email for appropriate actioning. For contracts **issued and accepted** after 10 November 2015, most minor changes will be formalised via email exchange and will not require a revised contract. Any amendment for a contract issued before 10 November 2015 will continue to be managed by issuing a new contract. For more details, refer to a fact sheet outlining recent business process changes with respect to Minor Variations to Employment Contracts.	Consider appointee's other relationships within and outside of University before agreeing on dates and terms of the appointment. Allow sufficient time for approvals and processing when nominating start date.

Further information

Please contact the HR Recruitment Team.