

Workforce Management Policy

[Overview](#)

[Scope and Application](#)

[Policy Principles](#)

[Procedures](#)

[Definitions](#)

Overview

This policy sets out principles and procedures for University workforce management practices, recognising the importance of the University's staff in delivering the institution's primary goals of teaching, and research.

Scope and Application

This policy applies to all staff. This policy is intended to operate in conjunction with the [University of Adelaide's Enterprise Agreement](#), relevant legislation and related policies and procedures. Any exceptions are detailed in the relevant procedures.

Policy Principles

Good workforce management is based on the following principles:

1. Workforce management practices are inclusive, and promote equity and diversity among staff.
2. Workforce management practices and arrangements are informed by the preferences of staff and by the strategic and operational requirements of the workplace and will be regularly reviewed to align with goals, objectives and values stated in the University's Strategic Plan.
3. The procedures are followed when requesting workplace variations including flexible work arrangements.
4. Decisions on workplace variations are evidence-based, objective and in accordance with relevant legislation.
5. Staff leave entitlements and requests are managed in a way that is fair, reasonable and in line with operational requirements.
6. Staff are aware of their responsibilities to the University when absent from work and supervisors manage unexplained absences and excess leave.
7. Where the capacity of a staff member to perform their duties is in doubt, they will be managed in a respectful and empathetic manner.
8. Staff are aware of the procedures for applying to the Special Studies Program.
9. Applications for casual conversion are processed and approved in accordance with clause 3.11.4 of the University of Adelaide Enterprise Agreement.
10. Staff are aware of their options, entitlements, rights and obligations when leaving the University's employment.
11. The University's reputation is maintained during the employment life-cycle including when a staff member is leaving.
12. Staff leaving the University are offered the opportunity to provide feedback on their University experiences.

Authorities

<i>Key</i>	<i>Authority Category</i>	<i>Authority</i>	<i>Delegation Holder</i>	<i>Limits</i>
Human Resources	Leave Entitlements	Approval of all types of leave, subject to Enterprise Agreement eligibility and conditions	Vice-Chancellor & President	
Human Resources	Leave Entitlements	Approval of all types of leave, subject to Enterprise Agreement eligibility and conditions	Executive Dean/Corporate Manager/ Divisional Head/Pro Vice-Chancellor	Within entitlements and accruals
Human Resources	Leave Entitlements	Approval of all types of leave, subject to Enterprise Agreement eligibility and conditions within their School or Branch	Head of School or Branch Head	Approval for all leave except parental/maternity and adoption leave
Human Resources	Leave Entitlements	Approve an interrupted period of service as continuous for long service leave purposes. EA Clause 4.11.2.2	Executive Director Human Resources	Within entitlements and accruals
Human Resources	Leave Entitlements	Approve leave requests for annual and personal (sick) leave for staff within their delegated authority	Supervisor	For purposes of annual and personal (sick) leave; within entitlements and accruals
Human Resources	Pre-Retirement Contract	Approval of pre-retirement contract	Vice-Chancellor and President	
Human Resources	Pre-Retirement Contract	Approval of pre-retirement contract	Executive Dean/ Corporate Manager /Divisional Head	Up to and including Level D
Human Resources	Re-employment following Retrenchment or Redundancy	Approval of re-employment with the University following retrenchment	Vice-Chancellor and President	Within period of 1 year from date of retrenchment
Human Resources	Re-employment following Retrenchment or Redundancy	Approval of re-employment with the University following voluntary redundancy	Vice-Chancellor and President	Within period of 2 years from date of Redundancy

Human Resources	Suspension/Misconduct	Determine and approve reimbursement of lost income following suspension of salary resulting from misconduct	Vice-Chancellor and President	
Human resources	Suspension/Misconduct	Approval of payment of salary to staff member suspended without pay for alleged misconduct	Provost and Deputy Vice-Chancellor/Vice-President/Vice-President(Services and Resources)/Vice-Chancellor and President	On the grounds of hardship EA 8.2.4.3
Human Resources	Suspension/Misconduct	Approve suspension from duty at any time in the process Refer EA 8.2.4.1	Provost and Deputy Vice-Chancellor/Vice President/Chief Operating Officer and Vice-President (Services and Resources)/Pro Vice-Chancellor/ Executive Dean/ Executive Director, Human Resources/Institute Directors	
Human Resources	Termination	Approve an End of Employment Deed of Release including an ex-gratia payment where appropriate Termination of employment	Vice-Chancellor and President	
Human Resources	Termination	Approve an End of Employment Deed of Release including an ex-gratia payment where appropriate	Chief Operating Officer and Vice-President (Services and Resources)	On the recommendation of the Area Manager
Human Resources	Termination	Approve an End of Employment Deed of Release including an ex-gratia payment where appropriate	Executive Director, Human Resources	On the recommendation of the Area Manager
Human Resources	Termination	Authorise termination of employment on grounds of incapacity to perform duties	Vice-Chancellor and President	
Human Resources	Termination	Authorise termination of employment due to unexplained absences from work	Vice-Chancellor and President	

Human Resources	Voluntary Flexible Work Arrangements	Approve voluntary flexible work arrangements, subject to the conditions of the Enterprise Agreement	Vice-Chancellor and President; Deputy Vice-Chancellor and Vice-President (Academic); Provost and Deputy Vice-Chancellor and Vice-President (Research); Chief Operating Officer and Vice-President (Services and Resources); Pro Vice-Chancellor, Executive Dean, Head of School; Branch Head	On recommendation of Supervisor
-----------------	--------------------------------------	---	---	---------------------------------

Workforce Management Procedures

- [Flexi-time Procedure](#)
- [Leave Entitlements Procedure](#)
- [Managing Staff Excess Leave Accruals Procedure](#)
- [Pre-Retirement Contract Procedure](#)
- [Special Studies Program Procedure \(under development\)](#)

Definitions

RMO File No.	TBA
Policy Custodian	Chief Operating Officer and Vice-President Services and Resources
Responsible policy officer	Executive Director, Human Resources
Endorsed by (Academic Board or VCC)	Vice-Chancellor's Committee on 5 February 2016
Approved by	Vice-Chancellor's Committee on 5 February 2016
Related Documents and Policies	Recruitment Policy Remuneration and Employment Benefits Policy Behaviour and Conduct Policy Staff Development, Performance and Promotion Policy Health Safety and Wellbeing Policy The University of Adelaide Enterprise Agreement

Related Legislation	Age Discrimination Act 2004 (Cth) Australian Human Rights Commission Act 1986 (Cth) Disability Discrimination Act 1992 (Cth) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth) Privacy Act 1988 (Cth) Racial Discrimination Act 1975 (Cth) Racial Vilification Act 1996 (SA) Sex Discrimination Act 1984 (Cth) Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA)
Superseded Policies	Flexible Work Arrangements Guidelines Flexi-Time Guidelines Reduced Hours for the Care of Children Guidelines Notification of Absence Policy Long Term Sickness, Temporary Incapacity & Disablement Leave Guidelines Leave Report Guidelines Leaving the University Policy Severance Pay Procedure Special Studies Program Policy Unexplained Absence from Work Procedure Compressed Weeks Procedure Purchased Leave Procedure Workplace Modifications Procedure Incapacity to Perform Duties Procedure
Effective from	6 March 2018
Review Date	5 February 2019 or where there is a legislative change
Contact for queries about the policy	HR Service Centre via phone 8313 1111 or hrrservicecentre@adelaide.edu.au