



Workforce Management Policy

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Overview

This policy sets out principles and procedures for University workforce management practices including voluntary flexible working options, leave and leave management, special studies leave, incapacity to perform duties, pre-retirement and leaving the University.

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. Decisions on workplace variations are evidence-based, objective and in accordance with relevant legislation.
4. Staff leave entitlements and requests are managed in a way that is fair, reasonable and in line with operational requirements.
5. Where the capacity of a staff member to perform their duties is in doubt, they will be managed in a respectful and empathetic manner.
6. Staff leaving the University are offered the opportunity to provide feedback on their University experiences.

Authorities

Key	Authority Category	Authority	Delegation Holder	Limits
Human Resources	Re-employment following Retrenchment	Approval of re-employment within the University within a period of 1 year following retrenchment (6.7.14.2)	Vice-Chancellor	
Human Resources	Re-employment following Redundancy	Approval of re-employment within the University within a period of 2 years following voluntary redundancy (6.7.14.1)	Vice-Chancellor	

Human Resources	Termination	Approve an end of employment Deed of Release including an ex-gratia payment	Vice-Chancellor	On recommendation of the Area Manager
Human Resources	Termination	Authorise termination of employment on grounds of incapacity to perform duties. EA clause 6.6.4	Vice-Chancellor	On recommendation of Deputy Vice-Chancellor and/or Provost
Human Resources	Termination	Authorise termination of employment due to unexplained absences from work. EA clause 6.5.5	Vice-Chancellor	
Human Resources	Special Studies Program	Approval of accrual up to 427 days in special circumstances	Provost	
Human Resources	Special Studies Program	Approval of accrual up to 427 days in special circumstances	Provost	
Human Resources	Termination	Approve an end of employment Deed of Release including an ex-gratia payment	Chief Operating Officer	On recommendation of the Area Manager
Human Resources	Leave Entitlements	Approval of all types of leave	Area Manager	For staff within their area and within entitlement and accruals
Human Resources	Pre-Retirement Contract	Approval of Pre-Retirement Contract	Area Manager	For staff within their area
Human Resources	Voluntary Flexible Work Arrangement	Approve voluntary flexible work arrangements, subject to the conditions of the Enterprise Agreement	Area Manager	For staff with their area
Human Resources	Leave Entitlements	Approval of all types of leave except for LWOP	Head of School/Branch	For staff within their area and within entitlements and accruals.
Human Resources	Voluntary Flexible Work Arrangement	Approve voluntary flexible work arrangements, subject to the conditions of the Enterprise Agreement	Head of School/Branch	For staff with their area
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	
Human Resources	Termination	Approve an end of employment Deed of Release including an ex-gratia payment	Executive Director Human Resources	On the recommendation of the Area Manager
Human Resources	Leave Entitlements	Approve leave requests for annual, long service and personal leave, including sick leave, compassionate leave and family violence leave	Supervisor	Within entitlements and accruals for staff within their reporting line

Workforce Management Procedures

- [Flexi-time Procedure](#)
- [Leave Entitlements Procedure](#)
- [Managing Staff Excess Leave Accruals Procedure](#)
- [Pre-Retirement Contract Procedure](#)
- [Special Studies Program Procedure](#)
- [Pro Rata Parental Leave Procedure](#)
- [Voluntary Flexible Work Procedure](#)
- [Working from Home Procedure](#)

Definitions

Area Manager – means Deputy Vice-Chancellors, Vice-Presidents, Pro Vice-Chancellors, Executive Deans, Executive Director Human Resources, Chief Executive of External Relations (and a person acting in these positions) and Institute Directors.

Corporate Manager – means Chief Financial Officer, Chief Executive - External Relations, Chief Information Officer, General Counsel and Executive Director - Legal and Risk, Executive Director - Human Resources, Executive Director - Infrastructure, Chief Marketing Officer, University Librarian, and Executive Director - Division of Academic and Student Engagement.

RMO File No.	2015/11347
Policy Custodian	Chief Operating Officer
Responsible policy officer	Executive Director, Human Resources
Endorsed by (Academic Board or VCC)	Vice-Chancellor's Committee on 5 February 2016 Reviewed and reaffirmed by COO with minor amendments 2 August 2019
Approved by	Chief Operating Officer 2 August 2019
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) Human Rights and Equal Opportunity Commission Act 1986 (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	2 August 2019
Review Date	1 August 2022 or where there is a legislative change
Contact for queries about the policy	HR Service Centre via phone 8313 1111 or hrservicecentre@adelaide.edu.au