

<b>Name of Policy</b>	<b>Summary Dismissal Policy</b>
<b>Description of Policy</b>	This policy describes the circumstances in which the University may summarily dismiss a Professional Staff member.
<b>Policy applies to</b>	<input type="checkbox"/> University-wide <input checked="" type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> ) <b>This Policy applies to Professional Staff only.</b> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	Amendment of provision from EB provision to Interim Draft Policy. Reformatting of information

<b>Approval Authority</b>	Vice-Chancellor
<b>Governing Authority</b>	
<b>Responsible Officer</b>	Director, Human Resources

<b>Approval Date</b>	7 April 2008
<b>Effective Date</b>	
<b>Date of Last Revision</b>	
<b>Date of Policy Review*</b>	

\* Unless otherwise indicated, this policy will still apply beyond the review date.

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	
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## **1. Background Information**

This policy has been developed in support of the management of summary dismissal of a Professional staff member who is subject to an Enterprise Agreement or an Australian Workplace Agreement clause that allows such action.

## **2. Policy Statement**

The University may dismiss a Professional staff member without notice, if the actions or behaviour of the staff member are deemed to be so grave as to warrant summary dismissal.

## **3. Policy Purpose**

This policy informs staff members of the process for addressing circumstances which might give rise to the University summarily dismissing a Professional staff member.

## **4. Application of Policy**

The provisions of this policy apply to Professional staff of the University.

## **5. Procedures**

Before taking action to dismiss a staff member whose misconduct is so grave as to warrant summary dismissal; the University shall observe the following procedures:

- an investigation which is reasonable in the circumstances of the particular case shall first be conducted;
- a clear written statement of the staff member's alleged misconduct shall be prepared and given to the staff member;
- the staff member shall be invited to respond to the allegations and shall be given a fair opportunity having regard to the circumstances of the particular case to be heard as to those allegations;
- the staff member shall be given a fair opportunity having regard to the circumstances of the particular case to be heard on whether he/she should be dismissed and shall be invited to provide details of the matters;
- including matters not directly connected with the alleged misconduct - which might mitigate the penalty;
- the University may suspend the staff member from duty, on full pay, during the period of the investigation.

## 6. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Human Resources Advisory Service.

## 7. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the Human Resources Advisory Service, [HR@acu.edu.au](mailto:HR@acu.edu.au)