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| Name of Policy | Appointment of Staff Policy |
| Description of Policy | This policy covers the terms of employment and types of employment at ACU. |
| Policy applies to | <input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) |
| | <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students |
| Policy Status | <input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy |
| Description of Revision | |

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| Approval Authority | Vice-Chancellor and President |
| Governing Authority | Chief Operating Officer |
| Responsible Officer | Director, Human Resources |

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| Approval Date | 06 March 2008 |
| Effective Date | |
| Date of Last Revision | |
| Date of Policy Review* | |

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

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| Related Policies, Procedures, Guidelines and Local Protocols | |
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1 Background Information

This policy has been developed to manage the appointment of staff to ACU.

2 Policy Statement

All staff appointed to the University shall receive a letter of appointment prior to the commencement of their employment. This will inform staff of the terms of their appointment, and will stipulate the type of employment. The term and conditions of a probationary period shall be advised in writing to the staff member in advance of the commencement of employment.

3 Policy Purpose

This policy informs staff of the terms of employment and types of employment at ACU.

4 Application of Policy

This policy applies to all staff employed by ACU.

4.1 INSTRUMENT OF APPOINTMENT

4.1.1 The instrument of appointment (letter of appointment) informs the staff member of the type of appointment, the terms of employment at the time of the appointment, and the sources from which conditions of employment derive.

4.1.2 The terms of employment in the instrument of appointment will include the:

- length and terms of any period of probation
- classification level and salary of the appointment
- hours or the fraction to be worked
- reporting relationship to apply

4.2 TYPES OF EMPLOYMENT AT ACU

4.2.1 Probationary Employment

A staff member, other than one who is employed as a sessional or a casual, may be employed on the basis of a requirement to satisfactorily complete a specified period of probationary employment. The maximum term of any probationary period shall be reasonable having regard to the nature and circumstances of the employment. The term and conditions of any such probationary period shall be advised in writing to the staff member in advance of the commencement of employment.

4.2.2 Full-time employment

Full-time employment refers to employment other than part-time or casual and may be on a fixed-term or continuing basis.

4.2.3 Part-time employment

Part-time employment refers to employment for less than the normal weekly hours for a full-time staff member and for which all agreement entitlements are paid on a pro-rata basis calculated by reference to the time worked. Part-time employment may be on a continuing or fixed-term basis and may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract.

4.2.4 Fractional employment

Fractional employment refers to employment for a fixed number of weeks in the year which is less than 52 weeks, and for which all agreement entitlements are paid on a pro-rata basis calculated by reference to the time worked. Fractional employment may be on a continuing or fixed-term basis and may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract. A continuing fractional staff member may apply to the University to receive salary payment over a 12-month period based on the staff member's fraction of employment.

4.2.5 Sessional employment

Sessional employment refers to employment for a specified period during the year, which is normally related to a teaching session as set out in the University calendar. Payment for sessional employment will be in accordance with the casual rates set out in the enterprise agreement in force at the time.

4.2.6 Continuing employment

Continuing employment refers to employment on a full or part-time basis with no specified end date. Continuing employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out.

Continuing employment is terminable by the death, resignation or retirement of the staff member; by the abandonment of employment by the staff member; by the staff member being declared redundant; or by the staff member's employment being otherwise terminated by the University in accordance with the relevant provisions of the enterprise agreement in force at the time.

4.2.7 Fixed-term employment

Fixed-term employment refers to employment for a specified term for which the instrument of engagement will specify the starting and finishing dates of that employment. Fixed-term employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract. Any second or subsequent fixed-term contract with the University shall not contain a probationary period.

4.2.8 Casual employment

Casual employment is covered separately in the Policy on Employment of Casual Staff.

5 Approvals

All requests to appoint a new staff member and letters of appointments must be submitted for approval by the appropriate delegated officer. Information on delegated officers for approval of appointments is available in the *Delegations of Authority Policy and Register*.

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 Human Resources.

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 information or advice be required staff should visit [Service Central](#).