Welcome colleagues to the 4th HR Update!

Dear Colleagues

Welcome to the latest HR Update.

Another new financial year begins, signalled by the arrival of group certificates for the previous year! How time flies!

There are many positive changes coming out of the Academic Agreement. Remember, the HR staff and myself are happy to explain further anything covered in the HR Update.

Kind regards

Greg Hansen
Acting Director, Human Resources

What is covered in this issue...

* Academic Staff Agreement
  - Re-crediting of annual leave whilst ill
  - Partner leave
  - Increased personal leave provision
  - Pay scales and increases
  - 35 hour working week
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  - Career development – casual academic staff
  - Indigenous Australian Employment Strategy
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* MyCareer Online
* Registering your academic qualifications
* Indigenous Employment & Engagement
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ACADEMIC STAFF AGREEMENT

Fair Work Australia has approved the implementation of the University of Western Sydney Academic Staff Agreement 2009 – 2012 which became operational on Monday 19 July, 2010. This Agreement fully replaces the UWS Academic Staff Agreement 2006 - 2008 from that date.

The Agreement has been posted on the University's Collective Agreements webpage at www.uws.edu.au/collectiveagreements.

Enquiries regarding the new Academic Staff Agreement may be directed to your HR Business Partner, or Noel Ford, Manager, Change Management on ext. 7532.

We believe that this Agreement helps position the University as a preferred employer within the Sydney Region, provides greater flexibility in working arrangements and contributes greatly to achievement of our “Our People 2015” strategic plan.

As a result, there are some positive changes to employment conditions, (some of which reflect the outcomes of the General Staff Agreement), such as:

Re-crediting of annual leave whilst ill

If an employee who is eligible for sick leave produces a satisfactory medical certificate for any period that they had been incapacitated while on annual leave, the University will re-credit the employee with an equivalent period of annual leave.

Partner Leave

Ongoing and fixed-term employees with at least 1 year’s service will now have access of up to 2 weeks of paid partner leave for the birth or adoption of their child. A further period of up to 6 weeks unpaid partner leave may also be available. If the employee is the primary carer of their child but not entitled to maternity leave, up to an additional 50 weeks of unpaid partner leave may be available. Reduced hours of work may also be available for a period of time after a period of partner leave. Casual employees also have an entitlement in accordance with the Fair Work Act.

Increased Personal Leave provision

An employee, (other than a casual), is entitled to up to 6 days personal leave, without loss of pay in any 12 month period and may also use up to a maximum of 10 days of their sick leave entitlement in any 12 month period.

Pay scales and increases

Retrospective payments on the new pay rates effective from 14 May 2010 will be paid to academic staff on payday Thursday 5 August 2010.

The increase in casual loading (23% to 25%) became effective from Friday 23 July 2010 (the start of the first full pay period after the commencement of the new Agreement).

35 hour working week

A 35 hour week will apply to all academic staff as of the 1st of January, 2011. The Agreement contains details as to the introduction of new work plan arrangements and the process of adjustment for leave accruals.

Annual Leave cash out

An academic employee who has more than 40 days of annual leave (as at the date of the commencement of the Agreement) can apply to cash out up to 10 days of their annual leave under the following conditions;

(a) annual leave may be cashed out only if the employee takes an amount of annual leave equal to or greater that that cashed out
(b) the request to cash out is in writing, and
(c) applications to cash out annual leave must be made with 12 months of the commencement of the Agreement and any leave to be taken in conjunction with a cash out must be taken within 18 months of the above date

Career development – Casual Academic Staff

A major initiative for the University reflected in the Agreement, will be increased opportunities for eligible casual academic staff to access teaching roles and career development fellowships. Work will shortly begin on an implementation plan for these initiatives and further information on how staff can access these opportunities will be issued by the end of this year.
Human Resources Update

Indigenous Australian Employment Strategy
Registration of the General and Academic staff agreements confirms our commitment to Indigenous Australian employment, and in particular, the development of employment initiatives with the objective of at least 2.5% representation of Indigenous Australian employees within the University.

Working Arrangements
The University and NTEU are committed to work in partnership to examine and implement an enhanced workload model for Academic staff. This process will begin with the establishment of a University Work Plan Committee as well as School or Unit Work Plan Committees.

Each Committee will ensure an extensive process of consultation to ensure appropriate outcomes for the University and our staff.

LUMP SUM PAYMENTS
As previously advised, please be aware that UWS staff have the option to elect lump sum payments directly into their superannuation account, rather than being paid in cash for accrued, untaken, annual and long service leave upon ceasing employment with the University.

The Australian Taxation Office (ATO) has advised that for this option to be available, staff must make this arrangement with the University before the amount accrues or becomes due. This means that only leave accrued and untaken from the date you register your intent will be eligible for salary sacrifice on ceasing employment with the University.

If you wish to have this option made available to you, please register your intent with Lyndia Donovan, Staffing Services Supervisor on ext. 7533 as soon as possible.

Should you require further information, please contact Warwick Brennan, Manager, HR Operations in Human Resources on ext. 7585.

2010 PAYMENT SUMMARIES
The 2010 Payment Summaries (formerly known as Group Certificates) should have arrived at your postal address by now.

In the event that you require another copy, 2010 Payment Summaries can be downloaded from Staff Online.

Changes to your personal details such as name and address can also be amended via the above link.

Human Resources has received questions from staff regarding the Reportable Employer Superannuation Contributions (RESCs) that are recorded on the 2009/10 Payment Summaries.

On 26 March 2009, the Government introduced a requirement to include this information on Payment Summaries, effective from the financial year commencing 1 July 2009. RESCs include the superannuation contributions of staff who have elected to salary sacrifice their employee contribution to reduce assessable income, and voluntary contributions made via a salary sacrifice arrangement. The requirement is that these RESCs be reported on each Payment Summary.

Staff should be aware that this required reporting will be used to determine eligibility to access various rebates and Government benefits, including liability for the Medicare Levy Surcharge.

Staff should also be aware that, depending on age, there are restrictions on the amount that can be salary sacrificed into superannuation. Details of these levels were advised in the HR Update – 1st issue.

Please contact Les Barrett, Head, Payroll and Remuneration Services, on ext. 7558 if you require further information.

CASUAL EMPLOYMENT AUTHORITY (CEA)
It has been necessary to move from one CEA to two CEA’s. As such, there is now a CEA for general staff and a CEA for academic staff.

Please access the HR website for the updated CEA forms and dispose of any old forms.

Please contact Les Barrett, Head, Payroll and Remuneration Services, on ext. 7558 if you require further information.

MYCAREER ONLINE
The roll out of the MyCareer Online performance planning, development and learning system is continuing across the University. To date we have 321 employees with goals in the system, 303 have attended the getting started session and many more have registered for ODU courses using the online system.

The Universities goal is to have all employees with work objectives and development plans in the system by early 2011. The paper forms will be phased out and employees who undertake the getting started sessions and who have goals and development plans on paper will be shown how to move them into MyCareer Online.

To find out more about MyCareer Online contact you HR Business Partner or visit the website for either General Staff or Academic Staff information.

For further information please contact Bob Burnell, HR Business Partner on ext. 7572.

REGISTERING YOUR ACADEMIC QUALIFICATIONS
The Office of Human Resources keep details of the academic qualifications of all the University’s staff on Alesco HRMIS and the University receives additional funding for staff with certain qualifications, such as a PhD. It is therefore essential these details are up to date and recorded on the HR information system.
You can check your qualification details in Staff Online, under ‘Qualifications’ in the ‘Personal Details’ section.

Qualifications that are held are those formal qualifications gained through TAFE and University studies.

If you hold a qualification that is not recorded, especially a PhD, please bring the original copy of the qualification to have it sighted by your School / Unit / Research Centre Administrative Officer. A certified copy will then be forwarded to HR for recording on the HR database and for placement on your personal file.

INDIGENOUS EMPLOYMENT & ENGAGEMENT
Indigenous Employment and Engagement (IE&E) has a renewed 2 year contract with the Department of Employment, Education and Workplace Relations (DEEWR). The DEEWR contract supports IE&E’s strategy to negotiate placements for cadets, trainees and early career researchers/academics across UWS schools and units. It also incorporates a never-before-seen ‘brokerage’ model, enabling us to develop commercial relationships through work placements with industry and government bodies throughout Greater Western Sydney and beyond (we’ve negotiated placements with ACCOR, Landcom, Office of State Revenue and NSW Aboriginal Land Council). This builds UWS’ brand as a champion of talented, aspiring, skilled local Indigenous people. We have helped 19 trainees through 1 or 2 year work placements with UWS. Some of the first 15 trainees secured employment with UWS, others moved on to further tertiary study or to external employment.

If your school or unit is considering recruiting skilled Indigenous Australians into academic positions or professional general staff positions at entry, mid or senior levels. Please contact Melissa Williams, Director Indigenous Employment and Engagement on ext. 7587.

Just a reminder to all hiring managers that the Casual Employment Authority forms has been updated to include a provision for Indigenous Australians to identify as such. This will then enable us to record the data in Alesco. Visit the HR Forms and Temples page to access the form.

Please note that any UWS Indigenous Australian staff who have not previously identified as an Indigenous Australian in his/her employment records, can update their details within Staff Online by completing the Equal Opportunity Survey.

Indigenous Employment and Engagement have developed and launched information on its activities on the UWS website please visit the site to find out more.

CHRISTMAS CLOSEDOWN
The University traditionally closes at the end of the year and I am pleased to advise that the Vice-Chancellor has again approved the granting of three concessional days to all UWS ongoing and fixed term staff during this period.

As Christmas Day falls on the weekend this year, the University will close from Saturday 25 December 2010 and re-open on Tuesday 4 January 2011.

To assist in planning leave arrangements, details for the closedown period are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Friday 24 December 2010</td>
<td>University open</td>
</tr>
<tr>
<td>Saturday 25 December 2010 – Christmas Day</td>
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<tr>
<td>Monday 27 December 2010</td>
<td>Public Holiday in lieu of Christmas Day</td>
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<tr>
<td>Tuesday 28 December 2010 – Public Holiday</td>
<td>Public Holiday in lieu of Boxing Day</td>
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<tr>
<td>Wednesday 29 December 2010 – Concessional</td>
<td>Boxing Day</td>
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<tr>
<td>Thursday 30 December 2010 – Concessional</td>
<td>Concessional Day</td>
</tr>
<tr>
<td>Friday 31 December 2010 – Concessional</td>
<td>Concessional Day</td>
</tr>
<tr>
<td>Monday 3 January 2011 – Public Holiday in</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Tuesday 4 January 2011 – University reopens</td>
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