Welcome colleagues to the
3rd HR Update!

Dear colleagues

Welcome to the third edition of the HR Update which gives us a great opportunity to keep our staff informed with developments in HR at UWS.

I recently hosted a morning tea with all the HR staff to personally thank Rhonda Hawkins for her valued stewardship of the HR portfolio during the past few years and also to welcome Wayne McKenna, the incoming DVC, Academic and Research, who will now assume responsibility for HR in his new role. Thank you very much on behalf of our HR team to Rhonda for her contribution and support and a big welcome to Wayne for the next stage of the people agenda.

I hope you find our third newsletter informative and should you have any ideas for the newsletter, please don’t hesitate to contact me with your suggestions. Newsletters 1 and 2 can be found on the HR website under Working at UWS at http://staff.uws.edu.au/staffportal/hr.phtml

Kind regards

Helen A. Lyons
Director, Human Resources

SALARY SACRIFICE YOUR UWS GYM MEMBERSHIP
We are currently in the process of reviewing the services we offer to staff via the salary package option. Recently, we have included the option for staff to salary sacrifice Connect Fitness gym memberships. Should you wish to look at this option to salary sacrifice a new or existing gym membership (not available for all membership types) at a Connect Fitness gym centre, please send your requests via email to Chris Youness, HR Advisor c.youness@uws.edu.au.

If you would like more information on Connect Fitness please visit http://www.connectfitness.com.au.

Alternatively you may wish to speak to the staff at the Connect Fitness Centre on your campus.

ONE OFF OPPORTUNITY TO CASH OUT ANNUAL LEAVE
General staff are reminded of the opportunity offered in the 2009-2012 UWS General Staff Agreement, for those staff who have accrued more than 40 days annual leave as at the commencement of the Agreement (3 February, 2010). These staff may elect to cash out up to 10 days annual leave as follows:

(a) annual leave may be cashed out only if the employee takes an amount of annual leave equal to or greater than that cashed out – the cash out is paid at the time that the leave is actually taken;
(b) an election to cash out annual leave must be in writing; and
(c) applications to cash out annual leave must be made within 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 commencement of the Agreement.

For your information, some staff have considered salary sacrificing the additional cash out into superannuation to minimise taxation.

Should you require further information on cashing out your annual leave, please contact Lynda Donovan, Staffing Services Supervisor l.donovan@uws.edu.au or telephone 9678 7533.

HR FEEDBACK
HR welcomes your feedback about any of the services we provide. Please send your comments via the Feedback on HR form which can be found on the HR website at http://staff.uws.edu.au/staffportal/hr.phtml. Look for the ‘Feedback for HR’ image below.

What is covered in this issue...
* Salary sacrifice – UWS gym membership
* Opportunity to cash out annual leave
* HR Feedback
* Mileage claims
* Fairwork Information Statement
* Superannuation information
* Updated HR website
* Staff Agreements
* Supervisor’s requirements for casual staff
* Casual staff paid by online timesheets via StaffOnline
* Casual staff online timesheet tip
* New requirements for fixed-term contracts
* Flexible hours of work for general staff
* Performance planning & career development
* Indigenous Employment & Engagement

MILEAGE CLAIM
Managers and supervisors should ensure that staff must first attempt to access a university pool vehicle prior to using their private vehicle for official travel. Only where pool vehicles are unavailable should the staff member be authorised to utilise their own vehicle.

REMINDER: FAIRWORK INFORMATION STATEMENT
The Fair Work Ombudsman has released the information statement that national system employers are required to provide to all new employees from 1 January 2010. This statement is included on the HR website under HR Forms and Templates / Working at UWS at http://www.uws.edu.au/human_resources/hr/working_at_uws/hr_forms_and_templates/

SUPERANNUATION INFORMATION
Changing Name or Home Address
Members of UniSuper: Please advise the Superannuation Officer, Pauline Pickham by email so that your super records can be updated.

Members of State Super (SSS & SASS): Should advise their respective funds by using a change of details form for that fund.

Salary Sacrifice Limits
A reminder for staff to check on Staff Online to ensure superannuation salary sacrifice contributions do not go over the limits for salary sacrifice contributions. Salary sacrifice contributions include all University employer contributions, your employee contributions should you salary sacrifice these and any
additional voluntary contributions that you have elected to salary sacrifice. The limits for this financial year are:

- Under 50yrs of age – limit is $25,000
- Over 50yrs of age – limit is $50,000

Please contact your Superannuation Officer, Pauline Pickham p.pickham@uws.edu.au or Denise Prior (aka Simmons) d.simmons@uws.edu.au for any additional information.

HR WEBSITE
For all HR and policy information, please visit the HR website which was recently relaunched with a focus to make it more user friendly for the client. http://staff.uws.edu.au/staffportal/hr.phtml

STAFF AGREEMENTS
UWS Staff Agreements are available on the HR website at http://www.uws.edu.au/human_resources/hr/employee_relations/uws_collective_agreements

The General Staff Agreement 2009–2012 has recently been certified whilst for academic staff, the Academic Staff Agreement 2006–2008 is still in operation.

REQUIREMENTS FOR FIXED TERM CONTRACTS
The appointment of general staff under fixed term contracts has significantly changed with the restoration of the HECE Award (Higher Education Contract of Employment) in the General Staff Agreement 2009–2012.

- For a specific task or project of limited duration
- For a position paid entirely from identifiable funding external to the University, not being funding that is part of an operating grant from government or funding comprising payments of fees made by or on behalf of students
- For research only positions for a period of up to 5 years
- To temporarily replace an ongoing employee who is on leave, on secondment or performing higher duties
- To temporarily fill a vacant position which the University has made a definite decision to fill and has commenced recruitment action
- If a curriculum requires professional or vocational or specific specialised industry expertise which requires that work be undertaken by a person who has recent practical or commercial experience, for a period of up to 5 years
- For a pre-retirement contract of an ongoing employee for period of up to 5 years before the employee’s intended date of retirement and which will not be renewed
- For work by an enrolled student of the University of Western Sydney (provided that it is not a condition of employment that a person undertake a student internship), who may be employed for the duration of their candidature, in whole or in part, or for a period of up to 2 years provided the contract begins within the first 12 months following completion of their degree
- To fill a vacancy occasioned by the resignation, retirement or retrenchment of a displaced employee engaged in the support of an existing teaching program where a decision has been made to discontinue the program and the position is not to continue
- Post retirement contract for a period of up to 5 years after the employee’s date of retirement.

Any fixed term contract that was entered into before the commencement of the Agreement is not affected by this subclause. However, such fixed term contracts may be renewed after the commencement of the Agreement only if they fall within one or more categories listed above.

All fixed term contract approvals are now managed through eRecruit which has this requirement included.

Please contact your Recruitment Coordinator, Business Partner or HR Advisor if you want to know more about this subclause and how this will affect your fixed term contract appointment requests.

FLEXIBLE HOURS OF WORK FOR GENERAL STAFF
All information concerning the Flexible Hours of Work Scheme can be found in Clause 29 of the General Staff Agreement 2009–2012 located at http://staff.uws.edu.au/staffportal/hr.phtml

In short, the Flexible Hours of Work Scheme provides that:
- The electronic timesheet is to be completed by all general staff up to and including HEW Level 9, printed off at the...
end of each settlement period, signed and handed to the supervisor to hold for any audit checks.

- Supervisors are to ensure that all leave taken and recorded on the electronic timesheet has been applied for by checking "Staff Online".

- A maximum of two flexi days may be taken in a settlement period (pro-rata for part-time staff).

- Any absences other than the lunch break during the core hours of 9:30am and 3:30pm each work day must be covered by some form of approved leave.

- Medical appointments should be scheduled outside normal work time. Sick leave is not available to cover appointments unless the University is satisfied that an appointment could not be obtained outside normal working hours.

- There is only one option for time in lieu to be included under the Hours of Work Scheme. Time in lieu can only be included on the sheet when approved overtime has been worked, an "Overtime Form" has been completed and approved with the Time in lieu box ticked and the Overtime Form attached to the printed copy of the electronic timesheet.

- Only a maximum 14 hours debit or credit can be carried forward to the next settlement period (pro-rata for part-time staff). Time worked in addition to this is forfeited unless approved as overtime.

The 2010 electronic timesheet, to record your time worked under the Flexible Hours of Work Scheme can be found in the Working at UWS section of the HR Forms and Templates page of the HR website at http://www.uws.edu.au/hr_forms_and_templates.

If you have any questions regarding the Flexible Hours of Work Scheme or the electronic timesheet, please contact Warwick Brennan, Manager HR Operations on w.brennan@uws.edu.au or telephone 9678 7585.

PERFORMANCE PLANNING & CAREER DEVELOPMENT

We are approaching our second AUQA audit and one recommendation from the first AUQA audit required the University to implement a more rigorous staff evaluation and review system. Participation in the Annual Planning and Career Development Program is a condition of employment in the General Staff Agreement 2009–2012 (Clause 41) as is participation in the Performance Planning and Review scheme for academic staff (Clause 28 of the Academic Staff Agreement 2006–2008).

The University, as part of the Our People 2015 project, has implemented an online system "Cornerstone" to support the performance planning and career development process. The system, MyCareer Online, can be accessed via Staff Online and integrates staff planning and learning.

Hundreds of staff have used MyCareer Online to enrol in UWS training programs since January. The system has been successfully piloted for performance and development planning in a number of areas across the University over the past six months.

HR Business Services is now holding discussions with managers in the non pilot areas to schedule the transition from the paper based planning process to MyCareer Online. The first step for supervisors and staff will be participation in a brief ‘Getting Started’ training session conducted for each unit by the Organisational Development Unit (ODU). The Getting Started session provides the skills to use MyCareer Online which simplifies and manages performance and career development. Performance reviews for all staff for 2010 will be completed using MyCareer Online.

You are invited to explore MyCareer Online – simply select the “MyCareer Online” link under the “Staff Development” menu option in Staff Online.

INDIGENOUS EMPLOYMENT & ENGAGEMENT, HUMAN RESOURCES

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 within industry and government bodies throughout Greater Western Sydney and beyond (we’ve already negotiated placements at 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 02 9678 7587.

In terms of ongoing professional development, a further two Vice Chancellor’s Scholarships totalling $2, 000 each have been advertised to Indigenous Australian staff. The call for applications closed on 23rd April 2010.

We’d like to remind all hiring managers that the Casual Employment Authority form 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. You can find this link to access the form: http://www.uws.edu.au/hr_forms_and_templates/MyCareer_Online.

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 at www.uws.edu.au/staffonline.

Indigenous Employment and Engagement have developed and launched information on its activities on the UWS website – please follow this link to find out more: http://www.uws.edu.au/indigenous_opportunities/indigenous_employment_and_engagement.

Human Resources
University of Western Sydney
Feedback on Human Resources: http://www.uws.edu.au/hr_feedback