Welcome colleagues to the HR Update!

This is a great opportunity for us to keep you ‘in the loop’ with changes and innovations in our HR world and how these changes may involve you as a valued client.

HR essentially operates both in terms of providing essential transactional services for our staff, and also connects our people with the over arching strategy of UWS. This encompasses working with Colleges/Division in Change Management; job redesign; performance management (currently part of the Our People 2015 project); improving Recruitment (e-Recruitment); Superannuation Management; OH&S; Coaching whilst ensuring that the important areas of Payroll, Leave Management and our general HR advice is also well managed.

We’ve recently added to the feedback mechanisms, so that we can obtain regular commentary on our HR Service. This will assist us in our endeavour to continuously review our operation – please see our ‘Feedback on HR form’.

I hope that you enjoy the update below, and would love it if you ‘dropped’ a line to me personally! Your opinions are valued!

Kind regards,
Helen A. Lyons
Director, Human Resources

What is covered in this issue...
* Working with Children
* Salary Packaging
* Staff Benefits
* Casual Staff OH&S Requirement
* Federal Budget Changes to Superannuation
* 2010 General Staff Electronic Timesheet
* Christmas Closedown Dates
* Feedback on our HR Service

REMINDER RE FEDERAL BUDGET CHANGES TO SUPERANNUATION

With the recent changes announced in the Federal Budget, staff are reminded that the amount that can be salary sacrificed into superannuation that results in a taxation saving, will be reduced. From 1 July 2009, people over 50 years of age will be able to salary sacrifice up to $50,000 into superannuation (reduced from $100,000) and those under 50 years of age will be able to salary sacrifice $25,000 into superannuation (reduced from $50,000).

Contributions that are included in these limits are employee contributions that are salary sacrificed, the University employer contribution to the superannuation fund as well as any additional voluntary contributions that the staff member has elected to salary sacrifice to superannuation. Defined Benefit plan members should also note that they qualify for a concessional Notional Tax Calculation (NTC) when these limits are being assessed, and further details on these NTC calculations can be obtained from the University’s Superannuation Officer, Pauline Pickham, on 02 9678 7534.

As of 1 July 2009 employers are required to include Reportable Superannuation Contributions on Payment Summaries (Group Certificates).

Should you require additional information on this requirement, please check the Australian Tax Office guidelines.

Human Resources also organise superannuation seminars to keep staff up to date with changes in superannuation. These seminars are

SUPERVISORS OF STAFF REQUIRED TO WORK WITH CHILDREN
Supervisor’s who have staff that are required to work with children are advised that the ‘Working with Children (UWS Employees) Policy’ has been revised. Please have a read of the policy and contact Jan Brown should you require any further information.

Please note that only staff who work with children unsupervised are required to have a Working with Children Check. This situation occurs very rarely.

SALARY PACKAGING
As part of the Our People 2015 Reward and Recognition initiative, the University is looking to review its salary sacrifice/salary packaging provision for staff. This review will see the possibility of developing the list of items available to be salary packaged resulting in a range of benefits, which in some cases may include taxation savings. Possible benefits may include in-house Gym memberships, Association memberships and subscriptions and Professional memberships. Please contact Chris Youness or Bob Burnell in Human Resources for further information.

STAFF BENEFITS
As a result of the University transferring all banking services to the Commonwealth Bank of Australia (CBA) from 1 July 2009, the CBA have included UWS staff in its Commonwealth Bank Employee Plus program. Please view the Savings and Discounts page from the Staff Benefits section of the UWS website, where you can view the benefits for UWS staff and the details of the Commonwealth Bank program. Keen golfers are also invited to have a look at the benefits of being a UWS staff member when having a round at the Glenmore Heritage Valley Golf Club.

CASUAL STAFF - OH&S REQUIREMENT
There is a new OH&S requirement that all casual staff now need to complete a Casual Employment Health Declaration as to any pre-existing medical conditions that may affect their employment. This has been a requirement for all on-going or fixed term staff for some time and now casual staff are also required to complete the declaration. The casual staff declaration is included on the HR Forms and Templates page of the intranet under the heading Casual Employment.

The completed forms are to be held in each work area and should an existing medical condition be declared, the supervisor should contact Michael Shellsthear, OH&S Coordinator on telephone 02 9852 5178.

If you require any further information, please check the UWS intranet under the heading Staff Benefits.
advertised regularly and are held on the various university campuses. Please take advantage of these to keep informed of developments. When considering issues such as salary sacrificing, staff are encouraged to seek independent financial advice.

2010 GENERAL STAFF ELECTRONIC TIMESHEET

The 2010 Electronic Timesheet for General Staff to record time worked under the Flexible Hours of Work Scheme is now available and can be found in the Working at UWS section of the HR Forms and Templates page of the UWS website.

All information concerning the Flexible Hours of Work Scheme can be found in Schedule 5 of the General Staff Agreement.

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 On-line”.
- A maximum of 2 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.
- 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 TIL 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.

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.

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 ongoing and fixed term staff during this period.

Accordingly, the University will close from Friday 25 December 2009 and re-open on Monday 4 January 2010.

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>Thursday 24 December 2009</td>
<td>University open</td>
</tr>
<tr>
<td>Friday 25 December 2009</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Monday 28 December 2009</td>
<td>Public Holiday in lieu of Boxing Day</td>
</tr>
<tr>
<td>Tuesday 29 December 2009</td>
<td>Concessional Day</td>
</tr>
<tr>
<td>Wednesday 30 December 2009</td>
<td>Concessional Day</td>
</tr>
<tr>
<td>Thursday 31 December 2009</td>
<td>Concessional Day</td>
</tr>
<tr>
<td>Friday 1 January 2010</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Monday 4 January 2010</td>
<td>University reopens</td>
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</tbody>
</table>

FEEDBACK ON OUR HR SERVICE

In our endeavour to provide an enhanced Human Resources for the University, university staff can now easily provide feedback on our HR service simply by completing the Feedback on HR form located on the HR/Staff Information landing page of the university’s intranet.

Please use this form to provide feedback on our HR services or if you would like to pick up the phone and discuss your feedback, don’t hesitate to ring your HR Advisor or Warwick Brennan, Manager HR Operations.

We welcome all feedback including those positive experiences and also suggestions where we could do things differently. All comments are anonymous unless you are comfortable in providing your personal details.

August 2009