

STAFFING POLICY

Policy number	8	Approved by Senior Exec on	30 Dec 2017
Version	1	Approved by Exec	30 Dec 2017
Drafted by	Ellie Clay	Scheduled review date	30 Dec 2018

1. INTRODUCTION

- 1.1. While the Executive are the fundamental governing body of NUPSA, there is also a need to employ staff in order to ensure the smooth running of the Association. This policy outlines the roles, rights and responsibilities of NUPSA employees, as well as the procedures for recruitment and supervision.
- 1.2. This policy is contingent on the employment laws and regulations of NSW State and Commonwealth Law.

2. POLICY STATEMENT

- 2.1. NUPSA aims to recruit employees of a high calibre whenever the need for staffing is identified. This policy ensures a flexible, harmonious working environment is maintained, and the rights of employees are met at all times.
- 2.2. This policy also outlines the delegations of authority, to provide clarity as to who is authorised to make what decisions on behalf of NUPSA.

3. POLICY SCOPE

- 3.1. This policy applies to individuals employed by NUPSA on a casual, part-time or full-time basis, and the NUPSA President as the acting General Manager.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Students' Association.
- 4.2. **Normal business hours** means 9am-5pm, Monday-Friday.
- 4.3. **Time in lieu** refers to time that an employee who has worked extra hours may take off from work.

5. POLICY DETAILS AND PROCEDURES

- 5.1. NUPSA aims to ensure that all candidates are appointed to positions based on an appropriate combination of skills, knowledge, competencies, qualifications, previous experience, and demonstrated potential.
- 5.2. NUPSA aims to ensure that its recruitment and selection procedures support the building of a diverse and capable team. This includes striving to recruit from under-represented groups to support equity.
- 5.3. NUPSA aims to design and apply recruitment and selection procedures which allow consistent and fair comparison of candidates and decision-making based on relevant criteria for the role.
- 5.4. The President shall act as the General Manager in all staffing matters. No other Executive Member shall have the authority to recruit or direct employees.
- 5.5. All prospective employees will receive a letter of appointment and accompanying contract. A person will become an employee at the time specified in the contract, provided that a signed copy is provided to NUPSA by the designated date.

- 5.6. At the beginning of each year, employees shall be provided with job targets that outline the key performance indicators of the role. These targets are to be discussed and refined at performance reviews twice a year.
- 5.7. All NUPSA employees shall adhere to the [UON Code of Conduct](#).
- 5.8. All NUPSA employees have Work, Health and Safety responsibilities which include:
 - Taking reasonable steps to inform themselves of all Work, Health and Safety policies and procedures;
 - Taking reasonable care for the safety of themselves and others;
 - Seeking guidance for all new or modified work procedures;
 - Ensuring that any hazardous conditions, near misses and injuries are reported to the President immediately.
- 5.9. Employees are expected to maintain confidentiality, integrity and security of official information at all times.
- 5.10. Employees are expected to conduct their duties in line with their job description, and refer or escalate issues that are beyond the scope of their role to the NUPSA President.
- 5.11. Employees must avoid being placed in a situation where there may be a conflict of interest between the interests of NUPSA and/or the University of Newcastle and their own personal interests, or those of family or friends. Any potential conflict of interest must be reported to the NUPSA President and logged on the Conflict of Interest Register.
- 5.12. Employees' main place of business is the NUPSA office; employees may work from home on occasion with the express permission of the NUPSA President.
- 5.13. Employees may from time to time be required to work outside normal business hours; in these instances, employees may accrue time in lieu.
- 5.14. Accrued hours of time in lieu must not exceed 14 hours/2 working days.
- 5.15. Time in lieu must be taken at a date/s mutually agreeable to the employee and the NUPSA President.