

# HR Policy and Procedures Manual

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University of X

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**UNIVERSITY OF X**  
**HR POLICY AND PROCEDURE MANUAL**

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The University of X Human Resources Policy and Procedure Manual provides guidelines for employing, remunerating, managing and developing staff. It describes how the University administers these policies and outlines the correct procedures to follow. It specifies the principles to be followed by University staff in their dealing with students, staff and the broader public.

The University will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Suggestions, recommendations or feedback on the policies and procedures specified in this Manual are welcome.

The policies and procedures apply to all employees, unless otherwise specified.

## 1.0 WORKING AT THE UNIVERSITY

The University's mission is to develop young people to become the next generation of leaders in Asia. Its values focus on

- citizenship and service
- a multicultural and multi religious community
- student-focussed learning
- academic freedom and the development of a spirit of enquiry.

All staff are expected to work and conduct themselves in such a manner as to actively foster those values.

### *Personal behaviour*

Staff are expected to:

- perform official duties with skill, care and diligence, using authority fairly;
- perform their duties professionally, and not physically assault or insult, threaten or malign another University colleague or student, or behave in such a way that brings the University into disrepute;
- observe relevant charters, ordinances, regulations and University policies and procedures;
- treat students, colleagues and members of the public with courtesy, and with respect for their rights, duties and aspirations.
- not to engage in any other paid employment or operate a private business without the specific approval of the University.

### *Conflict of interest*

Staff should aim to avoid being placed in a situation where there may be a conflict between the interests of the University and their own personal interests or those of family or friends.

Sometimes this cannot be avoided. In all cases, staff should declare a conflict of interest, and work out with colleagues a means of resolution. Usually, this means that the staff member will not participate in the decision making process on the matter where the conflict of interest arises.

Staff may not supervise, make decisions or recommendations about another staff member, a potential staff member or a student who is a relative, partner, spouse or with whom there is a close personal relationship.

The University expects staff not to place themselves in a position where it could be construed that they have:

- used University assets or confidential University information for personal gain or a benefit for themselves, their family, friends or business or other associates;
- entered into a contractual arrangement to supply goods or services in addition to their normal contract of employment.

Staff members are occasionally offered favours or gifts. Staff should exercise caution before accepting such favours or gifts from persons who could benefit or be perceived to be benefiting by influencing them. Normally, staff should refuse gifts unless it is impolite or culturally inappropriate to do so. In those circumstances, the acceptance of the gift or favour should be declared to the University.

Staff members may be authorised to make decisions about students, expenditure of University funds or employment of staff. Staff must exercise this authority fairly in line with University policy and ensure that unfair discrimination or favouritism does not occur.

### *Staff Student Relationships*

Staff have a duty of care to students and must be responsive to their academic and personal needs. Close personal or intimate relations between staff and students should be avoided. Such relationships may have the potential to cause harm to students, staff and the reputation of the University.

### **Confidentiality of information**

Staff have access to private information about staff and students, in particular health, family and personal information. This information should not be disclosed to others unless there is an official reason for that person to have access or the staff member or student has agreed to its disclosure.

### **Use of University provided email, internet and telephone services**

University provided internet, email and telephone services are for official purposes. Staff may make limited private use of these services.

#### *Email*

To protect the University from the potential effects of the misuse and abuse of email, the following guidelines should be noted

- no material is to be sent as email which is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the University in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
- email records of other persons are not to be accessed except by the University (or persons authorised by the University) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
- when using email a person must not pretend to be another person or use another person's computer without permission.
- the University may access a staff member's email if it is considered that excessive or inappropriate use of the system is being made.

#### *Internet*

The internet is provided by the University for official use. Limited private use is permitted if this does not interfere with a person's work and if inappropriate sites are not accessed e.g. pornography, gambling.

## **2.0 ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The University's Charter vests the management of the University in the Board of Trustees and requires the Trustees to establish policies, including HR Policies. The Trustees are authorised to hire, reward, manage and terminate the employment of staff, and may delegate these powers to the Vice Chancellor or to other staff.

For HR decisions, the Trustees will be recommended to approve human resources delegations and decision making rights to the following roles:

- Vice Chancellor
- Deans of Undergraduate or Postgraduate Studies,
- Director of Administration or equivalent role
- Supervisor.

These terms are used throughout the HR Manual to indicate where decision making rights lie. Where a person acts in the role of any of these staff members, decision making authority follows.