

HUMAN RESOURCES MATTERS

Newsletter of Human Resources

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Feedback from part-time and fractional staff about Leave balances expressed on Payslips

Currently, Staff Payslips for all staff have Annual and Long Service Leave (where eligible) expressed in terms of "hours" and also "days". Most HR systems including the University's PayGlobal system accumulates leave in hours, however, the Staff Enterprise Agreement expresses leave in days. As the Staff Enterprise Agreement expresses leave in days HR have developed a payroll rule to convert the hours to days to assist staff in managing their leave.

The conversion of hours to days is not an accurate conversion in circumstances where the hours per day are not consistent across the week or fortnight and this has caused confusion for some part-time and fractional staff which has led to incorrect actions in managing leave balances

In an attempt to alleviate this confusion, part-time and fractional staff will have their Annual and Long Service Leave (where eligible) balances expressed in hours only on their payslips. With this information, staff can always calculate accurately their days of leave across their own employment circumstances based on their part-time fraction and/or their weeks of work.



Lunch Box Session

Learning and Development

Staff Probation – Supervisors

The 'Lunch Box' session on **Staff Probation** will be held on **Tuesday, 4 August 2009 commencing at 12.00 midday** for 1 hour.

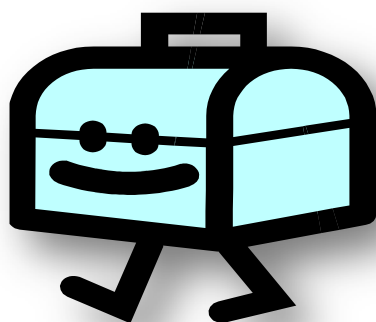
This session is designed to assist supervisors by providing information about:

- The legal framework for staff to be required to serve a period of probation (i.e. the relevant provisions of the ACU Staff Enterprise Agreement, 2005 - 2008),
- ACU National's Probation Policies for continuing and fixed term academic staff and general staff, and
- The importance of selection committees determining "reasonable" probationary criteria, which then becomes a condition of the staff member's contract of employment with the University.

Supervisors should note that the Academic Probation policies are in the process of being updated and information will be provided about the amendments to be incorporated. If you would like to attend, please email your RSVP to learninggs@acu.edu.au

NOTE: The Lunch Box Sessions are conducted by video conference to all campuses. There is no cost for attendance. If you wish to attend, you will need to be in your local campus video conference room a few minutes prior to the starting time of the session. The video conference rooms at the various campuses are as follows :

- McAuley – Room AC.22
- St. Patricks - Room M5.30
- Aquinas - Room B501
- Signadou - Room S1.10
- MacKillop - Carroll Building Room 1.6
- MSM - Conference Room B



Lunch Box Session

Learning and Development

Outside Studies Program and Internal Research Secondments for Academic Staff

The 'Lunch Box' session on the Outside Studies Program and Internal Research Secondments for Academic Staff will be held on **Wednesday, 5 August 2009 commencing at 12.00 midday** for 1 hour.

This session is designed for Academic Staff and will cover the policy on the Outside Studies Program and Internal Research Secondments for Academic Staff.

The Outside Studies Program (OSP) and Internal Research Secondments (IRS) are designed to provide opportunities for Academic Staff to take paid leave in order to undertake intensive research which will be of benefit to both the applicant and to the University.

Staff should familiarise themselves with the University's Policy on the Outside Studies Program and Internal Research Secondments for Academic Staff <http://www.acu.edu.au/OSP&IRS>

If you would like to attend, please email your RSVP to learnings@acu.edu.au

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Certificate IV in Frontline Management

Major development opportunity for General Staff Supervisors 2010 Scholarship Opens for Applications in August 2009

The Frontline Management Program is a nationally recognised qualification (Certificate IV) designed for developing and improving the competencies of Frontline Managers and Supervisors. This Program will be undertaken through OTEN Distance Learning.

The program is aimed at General Staff Supervisors, Assistant Supervisors and Team Leaders who are continuing full-time or fixed-term staff who have been employed by the University for greater than two years in duration. These staff members may supervise others, give direction and lead teams, have responsibility for the work of others, be involved in decision-making and apply their skills and knowledge to a variety of workplace situations.

Scholarships

Ten Scholarships are being offered in 2009 for commencement of the Certificate IV Program in February 2010. To be eligible for a scholarship, applicants must be an Australian citizen or hold the relevant Visa for study in Australia and prepared to complete the entire Program within 18 months (or less) from commencement. Applicants must have the full support of their Nominated Supervisor to undertake the program.

Applications

Applications for a scholarship to undertake the Certificate IV in Frontline Management from General Staff Supervisors will open in August 2009.

If you are interested in applying for the 2010 Frontline Management Program Scholarship, please read the Frontline Management Program Policy and Application Form which can be found in the HR Policies and Procedures website, in the Developing, Rewarding and Managing Staff section at <http://my.acu.edu.au/15985>. After considering the Policy, it is recommended that you consult with your supervisor and/or Executive Team member with a view to obtaining further advice and support for your application.

Further information is available through Fiona Budniak of Learning and Development on 02 9739 2481, via email at fiona.budniak@acu.edu.au, or by going to the OTEN website at www.oten.edu.au (Frontline Management - Course Number 17822).

Invitations for applications for this scholarship will be sent out early August 2009.



*Certificate IV in Frontline
Management*



Indigenous Week Activities at ACU

Indigenous Week Activities at ACU

ACU will be celebrating Indigenous Week in all States from Monday 3rd to Friday 7th of August. Indigenous Week provides an opportunity for the ACU community to learn more about Indigenous People, and their Culture and History. A range of events have been organised for the week across all States and staff and students are welcome to join in the celebrations.

The Centre for Indigenous Education and Research (CIER) will provide information on the Events page of the ACU website about the activities next week. Indigenous Units in each State will be co-ordinating their respective activities and they are happy to provide more information on what is happening on your campus.

Jim-baa-yer ext 3839

Yalbalinga ext 4258

Weemala ext 7195

Dhara Daramoolen ext 1222

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### Indigenous Week Activities for St. Patrick's Campus

#### Monday 3 August

##### **09.30am: Flag Raising Ceremony at St. Patrick's Campus**

Campus Flag poles 115 Victoria Parade (Main Building)

#### Tuesday 4 August

##### **10.30am Staff Morning Tea**

Staff Room, 5<sup>th</sup> Floor (Main Building)

##### **12-noon: Indigenous Week Mass**

Celebrating National Aboriginal Children's Day and the Feast of St John Vianney

Celebrant: Fr Werner Utri, Campus Chaplain, Campus Chapel

##### **5.00pm: Indigenous Spirituality in the Pub:**

Dante's Inferno, Cnr Gertrude & Napier Sts Fitzroy

#### Wednesday 5 August

No events at Melbourne – staff, students and community will be at the Ballarat campus. Please see the timetable below.

#### Thursday 6 August

##### **10.30am: Jim-baa-yer Community Morning Tea for Indigenous Staff, Elders, Students and Graduates**

Jim-baa-yer Indigenous Unit 1<sup>st</sup> Floor Main Building.



*Indigenous Week Activities at ACU*

### Friday 7 August

**10.30am Drop in Morning Tea for St. Patrick's staff and students** to talk about Indigenous research, Field Experience or Teaching rounds in Indigenous schools and communities; working with Indigenous communities.

### Indigenous Week at Aquinas Campus 2009

#### Wednesday 5 August

##### **10.30am Flag Raising Ceremony**

Campus Flag Poles

##### **12 noon Indigenous Week Mass**

Campus Chapel

Celebrant: Fr Greg Tait, Campus Chaplain

##### **12.30pm Indigenous Week Staff and Community Lunch**

Aquinas Staff Room

##### **1.30pm Indigenous Music Café** (to be confirmed)

Student Common Room Aquinas (to be confirmed)

### Indigenous Week at McAuley Campus 2009

#### Monday 3 August

Flag raising - am

"Sea of Feet" planted on grass access directly in front of Administration block – to stay in place throughout the week

Morning tea for all campus staff – Director CIER to speak along with AVC Prof Peta Goldberg

#### Tuesday 4 August

International students welcome to Weemala – activities to include Didgeridoo playing and art work

General discussion about our services and role of Weemala

#### Wednesday 5 August

Community Elders lunch with academic staff from 'Away from base' program

Dance group performing

**Thursday** (no activities scheduled)

#### Friday 7 August

Staff luncheon

Guest speaker (to be confirmed)

## Tips on .....

### More on eye tips .....

#### It's all in the blinking

Did you know that on average we blink 12 times per minute? But wait, did you know that when we're on the computer we only blink 5 times per minute? That can add up to dry eyes. Relieve the discomfort by using artificial tear drops or gels and remember to blink!

#### Palming

Sit straight at your workstation and rub your palms against each other till you feel them warm. The warmth of your palms helps soothe and relax tired eyes. Then, lightly cup your eyes with your palms and relax for 60 seconds. Count the seconds in your mind. Repeat this exercise two to three times whenever your eyes feel tired, or as often as you want. While palming, you can either rest your elbows on your desk or keep away from the desk and cup your eyes. Both ways are fine.

#### Splash water on your face

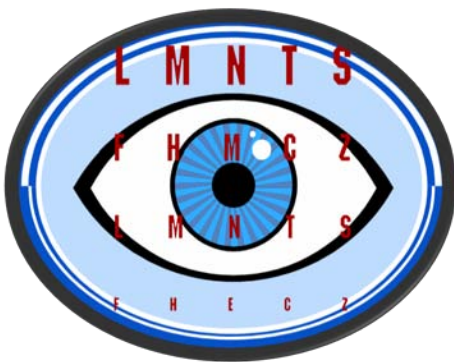
During breaks, splash water on your face while closing your eyes. This has an overall relaxing effect and helps you feel refreshed.

#### Use tea bags

Keep two used tea bags in the refrigerator before you leave for work. Once you are home, place the tea bags on your eyes for a few minutes as you relax. This not only soothes tired eyes, but also reduces puffiness.

#### Eat healthy

Incorporate Vitamins A, C, and E on a daily basis; eat citrus fruits, green leafy veggies, tomatoes, spinach, poultry and dairy products. Pack a box of chopped carrots, cucumber and fresh fruits and munch in-between meals at the office.



*Tips – Helpful Tips on Eye Care*

## Careers at ACU

All positions advertised internally and externally are now placed on the University’s Careers at ACU website. The website provides applicants with the ability to search for suitable vacancies; apply for vacancies on-line and obtain information about ACU as an employer. To search and apply for vacant positions at ACU National please visit the Careers at ACU website <http://www.acu.edu.au/careers/>

### Current Positions Available

Current positions available on the Careers at ACU website are listed below. Please select the position titles for further details:

|                                                                |                              |
|----------------------------------------------------------------|------------------------------|
| Marketing Manager – North Sydney                               | Application closes 3 August  |
| Senior Research and Planning Officer - Various                 | Application closes 3 August  |
| Research Assistant (School of Nursing & Midwifery) - Brisbane  | Application closes 5 August  |
| Lecturer/Senior Lecturer, Early Childhood Education - Ballarat | Application closes 9 August  |
| Administrative Officer (Research Performance) - Melbourne      | Application closes 10 August |
| Administrative Officer (Candidature) - Melbourne               | Application closes 10 August |
| Senior Administrative Officer (Grants) – North Sydney          | Application closes 10 August |
| Dean of Business – various                                     | Application closes 11 August |
| Administrative Officer (School Team Leader) - Strathfield      | Application closes 11 August |
| Timetabling Coordinator - Brisbane                             | Application closes 14 August |



Careers at ACU