

<b>Name of Policy</b>	<b>Employment of Fractional Staff Policy</b>
<b>Description of Policy</b>	<i>This policy covers the arrangements for the employment of staff on a fractional basis at the University</i>
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
<b>Description of Revision</b>	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	7 April 2008

## Table of Contents

1.	Background Information .....	2
2.	Policy Statement .....	2
3.	Policy Purpose .....	2
4.	Application of Policy .....	2
5.	Fractional Employment with Annualised Salary Payment .....	3
6.	Approvals .....	3
7.	Policy Review .....	3
8.	Further Assistance.....	3

## **1. Background Information**

This policy has been developed in support of the provisions for the employment of academic and general staff on a fractional basis at ACU and in support of the University's Pathways to Retirement Program.

## **2. Policy Statement**

Fractional employment means employment for a fixed number of weeks in the year which is less than 52 weeks, and for which all agreement entitlements are paid on a pro-rata basis calculated by reference to the time worked.

## **3. Policy Purpose**

This policy supports the fractional employment provisions at the University and sets out the administrative processes associated with fractional employment.

## **4. Application of Policy**

This policy applies to the employment of continuing and fixed-term fractional staff at ACU.

In certain organisational units and Schools of the University, it may be possible for a staff member to work only during semester periods whilst still supporting educational delivery or relevant service delivery.

Prior to the beginning of each year, nominated supervisors who have fractional staff will advise the Human Resources Directorate the hours per week, and the weeks that the fractional employee will be required to work for the following year.

The Human Resources Directorate will confirm with the staff member in writing the hours per week, the weeks of work, the annualised fraction and total annual leave accrual for the forthcoming year.

Staff members employed on a fractional basis will be paid for work fortnightly as it is undertaken.

Staff employed on this basis are deemed to be on unpaid non-work weeks outside of the periods of paid employment. Whilst on non-work weeks, a staff member is not considered to have broken their service.

Recreation leave and long service leave will accrue during hours worked and not during non-work weeks.

Recreational leave will be paid in a lump sum in the fortnight following the last period of paid employment for the calendar year and the staff members recreational leave balance will be returned to zero.

Fractional employees will not need to apply for recreational leave on Staff Connect. Fractional staff members should apply for personal leave on Staff Connect as normal.

Normally fractional employees should not be taking recreational leave during their weeks of work. In extenuating circumstances where this is required, the nominated supervisor should notify Human Resources so that the staff member's annualised fraction and total annual leave entitlement for the year can be adjusted appropriately.

Fractional employees will receive an additional payment for annual leave loading based on their annualised fraction in line with the Policy on Annual Leave Loading.

## **5. Fractional Employment with Annualised Salary Payment**

- 5.1 A continuing fractional staff member may apply to the University to receive an annualised salary payment over a 12-month period based on the staff member's annualised fraction of employment.
- 5.2 When a fractional staff member commences annualised salary payments, the staff member will receive equal fortnightly payments, every fortnight of the year, calculated according to their classification and annualised fraction (inclusive of annual leave).
- 5.3 A fractional staff member receiving an annualised salary payment will receive an averaged fortnightly amount not reflecting the exact hours worked in a fortnight.
- 5.4 Recreational leave will accrue fortnightly on the same averaged basis as the annualised salary.
- 5.5 When a fractional staff member, who is receiving an annualised salary payment is due to receive an increment, this will occur in the fortnight that the increment is due, subject to eligibility, and any further fortnightly payments in the annualised salary payment year will be paid at the higher rate.

## **6. Approvals**

A request to commence fractional employment must be submitted for approval by the appropriate delegated officer. Information on delegated officers for variation to employment fractions is available in the University Staff Delegations which are published on the Human Resources Directorate website. A request to commence annualised salary payments must be submitted to Human Resources Directorate in writing. The Directorate will advise the staff member as to the date the annualised salary payment will commence.

## **7. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy are welcome to forward their suggestions to the Director, Human Resources.

## **8. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus for further advice.