

## Human Resources Glossary of Terms

### Introduction

This glossary of terms represents a first step by the Human Resources Directorate at standardising terms used in policies, procedures, workplace agreements and associated documents that are operative at ACU.

Regrettably full standardisation in relation to some terms must remain an aspiration at the University in the short term. This is partly but not wholly due to the employment relations environment in the higher education sector in recent years.

In some cases historical definitions exist in places that the University can not alter notwithstanding the local use of institutional variances negotiated at the University or required by more recent legislation. In a few cases very minor word variations exist between definitions that have no bearing on their substantive meaning.

The Glossary as a work in progress is designed to assist the ACU workplace community. Wherever multiple “Sources” for a definition is cited users should first read the definition in the Glossary for general meaning. If the definition is to be used for an official or industrial purpose the actual wording in the particular source must be utilised.

In the longer term it is the intention of the University that a fully standardised list of terms and definitions be developed for uses at ACU.

NB: The standard may have a minor non-substantive word variance due to different agreement needs or legislative requirements.

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Director, Human Resources

Word	Definition	Source
<u>Academic staff</u>	any member of University staff employed as an academic and whose salary and conditions of employment are those which apply to academic staff in accordance with the relevant provisions of an Enterprise Agreement or Australian Workplace Agreement.	Recruitment and Selection Policy AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres
<u>Academic Staff Member</u>	a staff member employed in accordance with the terms of this Agreement and whose salary is prescribed by Part A of Schedule 1.  or  means a staff member who occupies a position, including a Research only position, classified in accordance with and is paid in accordance with the salaries set out in <u>Schedule 1</u> [Academic Staff Salary Tables].	Staff Enterprise Agreement 2005 - 2008  AWA Edition 2 - Academic Staff Continuing and Fixed-Term
<u>Act</u> [Workplace Relations]	the Workplace Relations Act, 1996 (as amended).	Staff Enterprise Agreement 2005 – 2008 AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 – Casual Employment Academic Staff AWA Edition 2 – Casual Employment General Staff AWA Edition 2 – Casual Employment Teachers in Centres
<u>Act</u> [Workplace Relations] (cont.d)		AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term

<b>Word</b>	<b>Definition</b>	<b>Source</b>
		AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed Term Employment in Centres
<u>ACU</u>	Australian Catholic University Limited (ABN 15050192660), a company limited by guarantee. The term ACU symbolises the national outreach of the University.	Recruitment and Selection Policy
<u>Additional Recreation Leave</u>	means the leave referred to in sub-clause 3.3.2(iv): [i.e. In addition to Annual Leave and subject to University operating requirements, a staff member may request and, at the University's absolute discretion, be permitted to take Additional Recreational Leave up to a maximum of <u>10 working days</u> in any year by foregoing the salary otherwise payable for the period of Additional Recreation Leave.]	AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Advanced certificate:</u>	A two-year part-time post-Year 12 or post-trade certificate course, or a four year part-time course for those who have completed Year 10 only of secondary school.	Classification Standards Policy Position Classification for General Staff Policy
<u>Advanced diploma</u>	A course at a higher education or vocational educational and training institution, typically equivalent to three years full time post-Year 12 study.	Classification Standards Policy Position Classification for General Staff Policy
<u>Advertisement</u>	a call for written applications for a vacant position which is published in the press and/or a recruitment web site and/or the weekly newsletter of the Human Resources Directorate.	Recruitment and Selection Policy
<u>Advertising Agency</u>	the agency with which the University has a contractual obligation to be the sole agency for placement of advertising for vacant positions.	Recruitment and Selection Policy
<u>Affirmative Action</u>	the systematic taking of steps, by means of legislative reform and management programs, in order to achieve demonstrable progress towards equal employment opportunity. It is action to correct the effects of past disadvantage, to eliminate discrimination, or to prevent discrimination in the future.	Recruitment and Selection Policy
<u>Afternoon shift</u>	any shift finishing after 7:00pm and at or before midnight.	Staff Enterprise Agreement 2005 – 2008 Shiftwork for General Staff Policy AWA Edition 2 – Casual Employment General Staff AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>Application [Recruitment]</u>	a written response to an advertisement by an applicant for an advertised position.	Recruitment and Selection Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Appropriate confidentiality</u>	attempting to limit disclosure of information relating to a matter to as few people as practical, and normally only to those who have a need to know as determined by the University.	Grievance Management for Students Policy
<u>Approving Officer</u>	<p>a person delegated to approve applications for Paid Inside Work. This is the Executive Planning Group member responsible for the work unit of the staff member undertaking the inside work activity.</p> <p style="text-align: center;"><u>or</u></p> <p>the University officeholder delegated to approve applications for paid outside work. These are:</p> <ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Academic) for academic and general staff in area of administrative responsibility</li> <li>• Deputy Vice-Chancellor (Administration and Resources) for general staff whose work units report to this position</li> <li>• Deputy Vice-Chancellor (Research) for academic and general staff in area of administrative responsibility</li> <li>• Deputy Vice-Chancellor (Students, Learning and Teaching) for academic and general staff in area of administrative responsibility, or</li> <li>• in the case of the above officers, the Vice-Chancellor.</li> </ul>	<p>Paid Inside Work Policy</p> <p>Paid Outside Work and Community Service Voluntary Outside Work Policy</p>
<u>AWA</u>	Australian Workplace Agreement.	<p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff</p> <p>AWA Edition 1 - Continuing and Fixed Term Academic Staff</p> <p>AWA Edition 1 - Casual General Staff</p> <p>AWA Edition 1 - Casual Academic Staff</p> <p>AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p>
<u>Balance of probabilities</u>	the basis for assessing the facts in determining whether discrimination or harassment took place. It contrasts with the concept of “beyond reasonable doubt” that applies in the criminal arena.	Discrimination and Harassment Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Broad direction</u>	direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.	Classification Standards Policy Position Classification for General Staff Policy
<u>Broken shift</u>	an ordinary shift worked in two periods of duty during the hours 7:30am to 7:00pm	Staff Enterprise Agreement 2005 – 2008 Shiftwork for General Staff Policy AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres AWA Edition 1 – Casual Employment General Staff AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>Calendar Year</u>	the period from 1 January to 31 December.	Employee Assistance Program Policy
<u>Canonical</u>	of the laws of the Church.	Religious Deed of Agreement
<u>Casual Academic staff member</u>	an employee who is engaged to perform work of the nature of that set out in <u>Schedule 1</u> [Casual Academic Staff Wage Rates – Particular Work] and who is paid in accordance with <u>Schedule 1</u> , [Casual Academic Staff Wage Rates – Particular Work] or an employee who is engaged to perform the work of a position, including a Research only position, classified in accordance with <u>Schedule 2</u> [Casual Academic Staff Wage Rates – Work of Classified Research Positions] and who is employed and paid by the hour in accordance with the wage rates set out in <u>Schedule 2</u> [Casual Academic Staff Wage Rates – Work of Classified Research Positions].	AWA Edition 2 - Casual Employment Academic Staff
<u>Casual General staff member</u>	an employee who is engaged to perform the work of a position classified in accordance with <u>Schedule 1</u> [General Staff Casual Wage Rates] and who is employed and paid by the hour in accordance with the wage rates set out in <u>Schedule 1</u> [General Staff Casual Wage Rates].	Edition 2 – Casual Employment General Staff

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Casual staff [Member]</u>	a staff member of the University who is employed and paid by the hour.	Staff Enterprise Agreement 2005 – 2008 Recruitment and Selection Policy AWA Edition 1 - Continuing & Fixed Term General Staff Australian Workplace Agreement - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff Australian Workplace Agreement - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres  AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>Casual Teacher</u>	means an employee who is engaged to perform teaching in non-award courses in a Centre at the University who is employed and paid by the hour in accordance with the wage rates set out in <u>Schedule 1</u> [Casual Teacher Wage Rates Table].	AWA Edition 2 – Casual Employment Teachers in Centres
<u>Catholic ethos</u>	the set of values that underpin the Mission of the University.	Recruitment and Selection Policy
<u>Centre</u>	a defined part of the University conducting non-award courses and programs.  <u>or</u>  means a distinct organisational unit of the University conducting courses and programs which do not lead to an accredited higher education award by the University.	AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres  AWA Edition 2 - Employment in Centres Continuing and Fixed Term
<u>Certificate III:</u>	A course that provides a range of well-developed skills and is comparable to a trade certificate.	Classification Standards Policy Position Classification for General Staff Policy
<u>Certificate IV:</u>	A course that provides greater breadth and depth of skill and knowledge and is comparable to a two year part time post-Year 12 or post-trade certificate course.	Classification Standards Policy Position Classification for General Staff Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Certificates I and II:</u>	Courses that recognise basic vocational skills and knowledge, without a Year 12 prerequisite.	Classification Standards Policy Position Classification for General Staff Policy
<u>Chair of Selection Committee</u>	the person who has overall responsibility for a specific staff selection process and the responsibility for ensuring that the staff recruitment and selection policy and procedures are implemented with respect to that process.	Recruitment and Selection Policy Redeployment Redundancy & Voluntary Early Retirement Policy
<u>Church</u>	the Roman Catholic Church.	Religious Deed of Agreement
<u>Classification Committee</u>	a committee established in accordance with the University policy on classifying general staff positions.	Recruitment and Selection Policy
<u>Close supervision</u>	clear and detailed instructions are provided. Tasks are covered by standard procedures. Deviation from procedures or unfamiliar situations are referred to higher levels. Work is regularly checked.	Classification Standards Policy Position Classification for General Staff Policy

Word	Definition	Source
<u>Commission</u>	refers to the Australian Industrial Relations Commission.	<p>Staff Enterprise Agreement 2005 – 2008</p> <p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff</p> <p>AWA Edition 1 - Continuing and Fixed Term Academic Staff</p> <p>AWA Edition 1 - Casual General Staff</p> <p>AWA Edition 1 - Casual Academic Staff</p> <p>AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 Casual Employment Academic Staff</p> <p>AWA Edition 2 – Casual Employment General Staff</p> <p>AWA Edition 2 – Casual Employment Teachers in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p> <p>AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 - Continuing and Fixed Term Employment in Centres</p>
<u>Comprehensively</u>	means in addition to its ordinary meaning, the exclusion of all things that might otherwise be implied, were it not for this definition.	<p>AWA Edition 2 – Casual Employment Academic Staff</p> <p>AWA Edition 2 – Casual Employment General Staff</p> <p>AWA Edition 2 – Casual Employment Teachers in Centres</p> <p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p>
<u>Community Service</u>	is Outside Work that may or may not attract income. It is altruistic in purpose being undertaken for a charitable, community or public purpose by staff members in their	Paid Outside & Community Service

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Voluntary Outside Work</u>	capacity as University employees and provided all relevant insurance coverage is in place and it has received prior approval. With prior approval also, it may make use of University resources provided this be on a cost-recovery basis.	Voluntary Outside Work Policy
<u>Confidentiality</u>	attempting to limit disclosure of information relating to a matter to as few people as practical, and normally only to those who have a need to know as determined by the University.	Staff Grievance Management Policy
<u>Congregation</u>	the canonical body named in <u>Item 2 of Schedule 1</u> [Name of the Congregation] [of the Religious Deed of Agreement].	Religious Deed of Agreement
<u>Congregation Leader</u>	The person, who is the Leader of the Congregation within Australia according to the constitutions and statutes of the Congregation, or delegate.	Religious Deed of Agreement
<u>Constitutions</u> [Congregation]	the canonical constitutions, for the time being of the Congregation	Religious Deed of Agreement
<u>Consultation</u>	<p>does not imply that agreement needs to be reached. It means that the relevant participants in the consultative process will confer and that the views expressed by them shall be taken into account before final decisions are made.</p> <p style="text-align: center;"><u>or</u></p> <p>the relevant participants in the consultative process will confer and that the views expressed by them shall be taken into account before final decisions are made.</p> <p style="text-align: center;"><u>or</u></p> <p>means that the relevant participants in the consultative process will confer and that the views expressed by them will be taken into account before final decisions are made. To avoid doubt, "Consultation" does not imply that agreement needs to be reached.</p>	<p>Staff Enterprise Agreement 2005 – 2008</p> <p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff</p> <p>AWA Edition 1 - Continuing and Fixed Term Academic Staff</p> <p>AWA Edition 1 - Casual General Staff</p> <p>AWA Edition 1 - Casual Academic Staff</p> <p>AWA Edition 1 Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 – Casual Employment Academic Staff</p> <p>AWA Edition 2 – Casual Employment General Staff</p>
<u>Consultation</u> (cont.d)		<p>AWA Edition 2 - Casual Employment Teachers in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term</p>

Word	Definition	Source
		AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 - Employment in Centres Continuing and Fixed Term AWA Edition 2 – Senior Staff
<u>Continuing Position</u>	an academic or general staff position which is to be filled on an ongoing basis.	Recruitment and Selection Policy
<u>Continuous service</u>	means service with the University which the University recognises for continuity of employment. This includes all paid service, all periods of authorised paid leave, and breaks between fixed-term employment of up to six weeks. Unpaid leave or breaks between fixed-term appointments of six weeks or more will not count as service for the purpose of calculating leave and other entitlements, unless otherwise expressly stated.	Staff Enterprise Agreement 2005 – 2008 AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres  Employment of Fixed Term Staff Policy Incremental Progression for Academic Staff  Incremental Progression for General Staff Policy  AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Contract for Services</u>	a contractual arrangement by which one person or organisation agrees to provide workplace services to another. The contract is between two principals (a person or organisation) and neither is the employer of the other the person providing the services is an independent contractor. Also known as a 'contract by performance'.	Determining Employee/Contractor Status Policy
<u>Contract of Employment</u>	a contract under which a person (the employee) is employed in return for some benefit or remuneration from the employer. As a general rule, if the contract gives the employer a right of control over the employee's manner of doing the work, it is an employment contract, rather than one for services.	Determining Employee/Contractor Status Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Contract of Service</u>	a contract under which a person is engaged in the service of an employer to do such work as is contracted for and where the employer directs what is to be done.	Determining Employee/Contractor Status Policy
<u>Counsellor</u>	refers to the individual counsellor/psychologist who has been assigned by the Service Provider to provide a staff member with confidential services related to the EAP.	Employee Assistance Program Policy
<u>Executive Dean</u>	a person formally appointed to the role by the University.	Grievance Management for Students Policy Recruitment and Selection Policy
<u>Deputy Vice-Chancellor Student, Learning and Teaching</u>	a person appointed to the role by the University.	Grievance Management for Students Policy
<u>Deemed Employee</u>	a person who the University contracts wholly or principally for the supply of their labour and who is unable to delegate responsibility to another person for the completion of the contract. Labour includes intellectual and artistic effort as well as physical effort.	Determining Employee/Contractor Status Policy
<u>Degree</u>	A recognised degree from a higher education institution, often completed in three or four years, and sometimes combined with a one year diploma.	Classification Standards Policy Position Classification for General Staff Policy
<u>Delegate</u>	An officer of the University who is delegated to exercise a power listed in the Staffing Delegations	Staffing Delegations
<u>Dependant</u>	the spouse or de facto spouse of the appointee and any child under the age of sixteen years, or twenty one years if a full-time student at a secondary or tertiary institution.	Travel and Relocation Expenses Policy
<u>Diploma</u>	A course at a higher education or vocational educational and training institution, typically equivalent to two years full time post-Year 12 study.	Classification Standards Policy Position Classification for General Staff Policy
<u>Director</u>	any person holding a position so designated at the University.	Recruitment and Selection Policy
<u>Disciplinary action</u>	action taken by the University to discipline a member of staff formally for unsatisfactory performance, misconduct or serious misconduct. [Formal disciplinary action may only be taken by the Vice-Chancellor in line with the procedures for disciplining a staff member set out in all Agreements.] Formal disciplinary action may include but is not limited to one or more of the following: a) Formal censure or counselling and/or	Staff Enterprise Agreement 2005 – 2008 Misconduct and Serious Misconduct Policy AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed

<b>Word</b>	<b>Definition</b>	<b>Source</b>
	<p>b) Demotion by one or more classification levels or increments and/or</p> <p>c) Lateral transfer to another position and/or,</p> <p>d) Termination of employment.</p>	<p>Term Academic Staff</p> <p>AWA Edition 1 - Casual General Staff</p> <p>AWA Edition 1 - Casual Academic Staff</p> <p>AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p>
<u>Discrimination and Harassment Adviser</u>	a staff member who is formally assigned the role of providing a first point of contact to staff and students who may wish to clarify their options in matters relating to unlawful discrimination and harassment.	Discrimination and Harassment Policy
<u>Double Shift</u>	occurs when a staff member is required to work two consecutive shifts, or any portion of a second consecutive shift.	Shiftwork for General Staff Policy
<u>Duress Buttons</u>	Buttons which are placed in specific locations, where there is a higher risk of an emergency occurring. Once pressed, Duress Buttons will initiate emergency protocols and procedures.	Critical Incident Management Policy
<u>EAP</u>	Employee Assistance Program.	Employee Assistance Program Policy
<u>Eligibility List</u>	a list of suitable applicants developed after a competitive selection process has been held for an advertised position (or positions), which may be used to fill a vacant position(s) that has the same duties and level as the advertised position within <u>six months</u> from the date of the selection process.	Recruitment and Selection Policy
<u>Emergency</u>	An emergency is an abnormal and dangerous situation, one that requires prompt action to control, correct and return the situation to a safe condition	Critical Incident Management Policy
<u>Enterprise Agreement</u>	any and all enterprise agreements in force and applicable to the University.	Recruitment and Selection Policy Religious Deed of Agreement
<u>Evacuation plans</u>	Campus specific plans dealing with the evacuation of all personnel from the property of the University to a safe site, known as the marshalling or assembly area.	Critical Incident Management Policy
<u>Executive Planning Group</u>	The term 'Executive Planning Group' is inclusive of Executive Deans, Campus Deans and Directors and shall be defined by the Vice-Chancellor from time to time	Staffing Delegations

Word	Definition	Source
	<p>and shall include:</p> <ul style="list-style-type: none"> <li>Deputy Vice-Chancellor (Academic)</li> <li>Deputy Vice-Chancellor (Administration and Resources)</li> <li>Deputy Vice-Chancellor (Research)</li> <li>Deputy Vice-Chancellor (Students, Learning and Teaching)</li> <li>Executive Dean, Faculty of Arts and Sciences</li> <li>Executive Dean, Faculty of Business (from 2010)</li> <li>Executive Dean, Faculty of Education</li> <li>Executive Dean, Faculty of Health Sciences</li> <li>Executive Dean, Faculty of Theology and Philosophy</li> <li>Executive Dean Internationalisation</li> <li>Associate Vice-Chancellor, Brisbane</li> <li>Associate Vice-Chancellor, Melbourne</li> <li>Associate Vice-Chancellor, Sydney</li> <li>Campus Dean, Ballarat</li> <li>Campus Dean, Canberra</li> <li>Director of the Centre for Indigenous Education and Research</li> <li>Director of Identity and Mission</li> <li>Director of the Institute for Advancing Community Engagement</li> <li>Director of Finance</li> <li>Director of Human Resources</li> <li>Director of International Education</li> <li>Director of Information Technology</li> <li>Director of Planning and Strategic Management</li> <li>Director of University Properties</li> <li>Director of Libraries</li> <li>Director of University Relations</li> <li>Director ACUcom</li> <li>Academic Registrar</li> </ul>	
<u>Executive Planning Group</u>	person occupying a position designated by the University as part of the Executive Planning Group.	Staff Enterprise Agreement 2005-2008

Word	Definition	Source
	<p style="text-align: center;"><u>or</u></p> <p>Executive Deans and Directors and any others who shall be defined by the Vice-Chancellor from time to time.</p>	<p>Staff Grievance Management Policy AWA Edition 1 - Continuing &amp; Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres Recruitment and Selection Policy</p>
<u>Executive Planning Group</u>	<p style="text-align: center;"><u>or</u></p> <p>a person occupying a position designated by the University as part of the Executive Planning Group and includes Executive Deans and Directors and any others who shall be defined by the Vice-Chancellor from time to time.</p>	<p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term</p>
<u>External Chairpersons' Panel</u>	<p>a panel of external chairpersons established by the University in consultation with the ACU Consultative Committee. These external chairpersons shall be independent of the University and appropriately professionally skilled and experienced to perform the important role so as to instil in the ACU workplace community confidence in the process.</p> <p>The Vice-Chancellor shall select from this panel a person to chair a Misconduct Committee established for this purpose.</p>	<p>Misconduct and Serious Misconduct Policy</p>
<u>Family Relationship</u>	<p>a relationship between a staff member and a member of her/his family or a member of her/his household and includes de facto relationships.</p>	<p>Recruitment and Selection Policy</p>
<u>Fixed term position</u>	<p>a position which is filled for a specified and finite period.</p>	<p>Recruitment and Selection Policy</p>
<u>Fixed-term employment</u>	<p>employment for a specified term or ascertainable period.</p>	<p>Employment of Fixed Term Staff Policy</p>
<u>Full Cost Recovery</u>	<p>means full cost recovery as informed by the principles of the Trade Practices Act 1974 (C'th) and as outlined by the Australian Vice-Chancellors' Committee (AVCC), and specifically refers to the recovery of all direct and indirect costs</p>	<p>Paid Outside Work and Community Service Voluntary Outside Work Policy</p>

Word	Definition	Source
	associated with the paid outside work including overheads of Central Administration and the Faculty, the Directorate or equivalent administrative unit.	
<u>Functional unit</u>	a unit that is subordinate to an organisational unit as defined by the University structures as determined from time to time.	Recruitment and Selection Policy
<u>General direction</u>	direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked by assignment completion.	Classification Standards Policy Position Classification for General Staff Policy
<u>General Staff</u>	any member of the University staff employed in a position classified by the Higher Education Worker Classification Scheme operating in the University and whose salary and conditions of employment are those which apply to general staff in accordance with the relevant provisions of an Enterprise Agreement.	AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres Recruitment and Selection Policy
<u>General staff member</u>	a staff member who occupies a position classified in accordance with the DWM descriptors and is paid in accordance with the salaries set out in Part B of Schedule 1.  <p style="text-align: center;"><u>or</u></p> means a staff member who occupies a position classified in accordance with and is paid in accordance with the salaries set out in <u>Schedule 1</u> [General Staff Salary Tables].	Staff Enterprise Agreement 2005 – 2008  AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>Grievance</u>	a complaint from a staff member concerning treatment in a particular workplace that is inequitable or procedurally unfair or a complaint that arises from perceived personal concerns relating to one or more work-related interpersonal relationships. If more than one staff member raises the same or substantially similar grievance(s), then each grievant will be managed separately.	Staff Grievance Management Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Grievance Receiver</u>	Is normally the nominated supervisor, although in a small number of cases it may be an Executive Planning Group member.	Staff Grievance Management Policy
<u>Grievant</u>	a person who has initiated one or more grievances. If a person initiates more than one grievance, each grievance will usually be managed separately.	Grievance Management for Students Policy Grievance Management for Staff Policy
<u>Guidelines for Nominated Supervisors and Staff Selection Committee Chairs</u>	procedural guidelines for staff recruitment and selection developed by the Human Resources Directorate.	Recruitment and Selection Policy
<u>Hazard</u>	A hazard is an event or object which may cause an injury to staff, students or visitors, or which may cause damage to plant, property or equipment.	Critical Incident Management Policy
<u>Head of School</u>	a person who was formally assigned to the role in accordance with the University's policy.	Discrimination and Harassment Policy Grievance Management for Students Policy Recruitment and Selection Policy
<u>HEWRRs</u>	Higher Education Workplace Relations Requirements the program of workplace relations and funding arrangements of that name announced by the Commonwealth Government in April 2005.	AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA – Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 – Casual Employment Academic Staff AWA Edition 2 -Casual Employment General Staff AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff

Word	Definition	Source
<u>Holiday</u>	any or all of the holidays specified in a [particular] Agreement. Recreational leave is a combination of leave types that recognize minimum entitlement and offer holidays to assist staff to achieve work-life balance. Recreational Leave will encompass Annual Leave, University Holidays and Public Holidays.	Staff Enterprise Agreement 2005 – 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres
<u>Incident</u>	An incident is an event which has caused or may cause death, injury or harm to persons or property	Critical Incident Management Policy
<u>Independent Contractor</u>	a person who contracts to perform work for another person or organisation, but is not employed by that person or organisation. An independent contractor undertakes to produce a given result, the agreed payment becoming payable when the contractual conditions have been fulfilled. In principle, an independent contractor may decide how to perform a task, although in practice, the extent of control exercised by the party for whom work is being done may be substantial.	Determining Employee/ Contractor Status Policy
<u>Immediate Family</u>	A spouse (including former spouse, de facto spouse or former de facto spouse), child or adult child (including adopted child, step-child, ward or ex nuptial child), parent (including step-parent), grandparent (including step-grandparent), grandchild (including step-grandchild), sibling (including step-or half-sibling) or sibling of spouse and a child, parent, grandparent, grandchild or sibling of a spouse of the staff member.  <p style="text-align: center;"><u>or</u></p> means a staff member's: (a) spouse (married or de facto), and/or (b) child or adult child (including adopted child, step child, ward or ex nuptial child).	(Fed) Sex Discrimination Act, 1984 Workplace Relations Act, 1996  Employee Assistance Program Policy
<u>Interview</u>	a staff selection interview as required under the University's staff recruitment and selection procedures.	Recruitment and Selection Policy
<u>Investigator</u>	any person who is not an employee of the University who is appointed by the Vice-Chancellor to investigate one or more allegations of misconduct or serious misconduct.	Misconduct and Serious Misconduct Policy AWA Edition 1- Continuing & Fixed Term General Staff

Word	Definition	Source
		AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA – Continuing and Fixed AWA Edition 1 Term Staff Employed in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Judgement, Independence &amp; Problem Solving</u>	Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed. Independence is the extent to which a staff member is able (or allowed) to work effectively without supervision or direction. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.	Classification Standards Policy Position Classification for General Staff Policy ACU General Staff Award
<u>Manager</u>	the head of a functional or organisational unit as defined by the University structures, as determined from time to time.	Staff Enterprise Agreement 2005 – 2008 Discrimination and Harassment Policy Recruitment and Selection Policy AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff Australian Workplace Agreement - Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres Staffing Delegations AWA Edition 2 - Employment in Centres Continuing and Fixed Term
<u>Mandate</u>	the authorisation given to a person involved in the teaching of theology in a Catholic institution by the competent ecclesiastical authority.	Recruitment and Selection Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Member of the University staff</u>	any persons employed or engaged by the University or assigned to the University, but not including persons working at the University who are employed on a contract for service or by an employment agency.	Recruitment and Selection Policy
<u>Merit</u>	fitness for an advertised position as assessed through an interview or other process against the stated selection criteria for the position.	Recruitment and Selection Policy
<u>Minimum Standards for Academic Levels</u>	the standards, duties and skill base required of academic staff for each academic classification level as set out in the relevant Enterprise Agreement and referred to in the associated policy.	Recruitment and Selection Policy
<u>Misconduct</u>	behaviour, attitude or a particular act of the staff member that is considered by the University to be unacceptable.	Staff Enterprise Agreement 2005 – 2008 Misconduct and Serious Misconduct Policy AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Misconduct Committee Panel</u>	is a panel consisting of 8 academic staff members and 8 general staff members elected respectively by the academic and general staff of the University established, from which staff participants on the University Misconduct Committee shall be drawn. A staff participant shall be selected from this panel by the staff member against whom allegations of misconduct or serious misconduct have been raised to serve on an identified Misconduct Committee, to investigate a misconduct or serious misconduct matter under <u>section 7.4</u> of this policy.	Misconduct and Serious Misconduct Policy
<u>Mission</u>	the University Mission Statement as endorsed by the University Senate.	Recruitment and Selection Policy

Word	Definition	Source
<u>Natural justice</u>	<p>is about the concept of fairness. The two primary principles that underpin natural justice are:</p> <ul style="list-style-type: none"> <li>• a person who will be affected by a decision should be given a fair opportunity to state her/his case and to know and answer the other side's case before a decision in relation to the matter is made and,</li> <li>• the decision-maker must be unbiased.</li> </ul>	Misconduct and Serious Misconduct Policy
<u>New Position</u>	a position which is newly created and established by the University.	Recruitment and Selection Policy
<u>Night shift</u>	any shift finishing after midnight and at or before 7:30 am	<p>Staff Enterprise Agreement 2005 – 2008 Shiftwork for General Staff Policy AWA Edition 1- Continuing &amp; Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 – Casual Employment General Staff AWA Edition 2 - General Staff Continuing and Fixed-Term</p>
<u>Nominal Expiry Date (AWAs)</u>	The nominal expiry date of this Agreement is the fifth [or lesser specified period] anniversary of the date of its lodgement with the Office of the Employment Advocate ( <i>'Nominal Expiry Date'</i> ).	<p>AWA Edition 2– Casual Employment Academic Staff – AWA Edition 2 - Casual Employment General Staff AWA Edition 2 – Casual Employment Teachers in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed Term Employment in Centres</p>

Word	Definition	Source
<u>Nominated supervisor</u>	a member of staff who is formally assigned the responsibility of supervising one or more staff or a group of staff.	Discrimination and Harassment Policy AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2– Casual Employment Academic Staff AWA Edition 2– Casual Employment General Staff AWA Edition 2– Casual Employment Teachers in Centres June 2006
<u>Normal hours</u>	the usual hours during which the University conducts its activities.	Religious Deed of Agreement
<u>Normal service</u>	service with the University paid at the staff member’s ordinary rate according to their contract of employment [or Agreement]	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1- Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>Normal weekly ordinary hours [Academic Staff and Staff Employed in Centres]</u>	means the hours referred to in <u>sub-section 6.5</u> : The normal ordinary weekly hours for a full-time staff member are 35 hours.	AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 – Continuing and Fixed Term Staff Employment in Centres
<u>Normal weekly ordinary hours [General Staff]</u>	means the hours referred to in <u>sub-clause 5.2.1.1</u> : [If you are employed on a full-time basis are 35 hours per week averaged over a twelve month period].	AWA Edition 2 - General Staff Continuing and Fixed-Term

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Normal weekly ordinary hours</u>	means the hours referred to in <u>sub-clause 6.2.1</u> : Full-time employment means employment other than part-time or casual employment and may be on a fixed-term or continuing basis. For the purposes of this Agreement the normal ordinary weekly hours for a full-time staff member are 35 hours.	AWA Edition 2 – Senior Staff
<u>Occupational Equivalent</u>	occupations typically falling within each proposed classification level.	Classification Standards Policy Position Classification for General Staff Policy
<u>Office of Employment Advocate</u>	the agency of that name referred to in the Workplace Relations Act, 1996, which approves Australian Workplace Agreements.	AWA Edition 1-Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 – Continuing and Fixed Term Staff Employment in Centres
	or means the agency of that name referred to in the Workplace Relations Act, 1996.	AWA Edition 2– Casual Employment Academic Staff AWA Edition 2– Casual Employment General Staff AWA Edition 2 – Casual Employment Teachers in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Ordinary rate</u>	the rate payable to an academic staff member or to a general staff member in accordance with the rate set out in <u>Schedule 1</u> [Salary Schedules, Part A [Academic Staff Salary Rates] or B [General Staff Salary Rates], for the staff member's substantive appointment.	Staff Enterprise Agreement 2005 - 2008
<u>Ordinary Casual Rate [General Staff]</u>	means the hourly wage rate payable to a Casual General staff member in accordance with the rate set out in <u>Schedule 1</u> [General Staff Casual Wage Rates]	AWA Edition 2-Casual Employment General Staff
<u>Ordinary rate [Academic Staff]</u>	or means the rate payable to a Academic staff member in accordance with the rate set out in <u>Schedule 1</u> [Academic Staff Salary Rates], for the classification and increment level to which the staff member is appointed at the time.	AWA Edition 2 - Academic Staff Continuing and Fixed-Term

Word	Definition	Source
<p><u>Ordinary rate</u> [General Staff]</p> <p><u>Ordinary rate</u> [Senior Staff]</p>	<p style="text-align: center;"><u>or</u></p> <p>means the rate payable to a general staff member in accordance with the rate set out in <u>Schedule 1</u> [General Staff Salary Rates], for the classification and increment level to which the staff member is appointed at the time.</p> <p style="text-align: center;"><u>or</u></p> <p>means the rate payable to the staff member in accordance with the rate set out in <u>Table B of Schedule 1</u> [Senior Staff Salary Rates] at the particular time.</p>	<p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p>
<p><u>Ordinary rate per hour</u></p>	<p>the hourly rate payable to a general staff member by applying the formula: annual salary divided by 52.178571 divided by 35.</p>	<p>Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing &amp; Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 - General Staff Continuing and Fixed-Term</p>
<p><u>Ordinary time shift</u></p>	<p>any period of work starting at or after 7:30 am and finishing at or before 7:00 pm.</p> <p style="text-align: center;"><u>or</u></p>	<p>Shiftwork for General Staff Policy</p>
<p><u>Ordinary time shift</u></p>	<p>means any period of work starting at or <u>after 7:30 am</u> and finishing at or <u>before 7:00 pm</u> [and for which no shift allowance applies]</p>	<p>Staff Enterprise Agreement 2005 – 2008 AWA Edition 2 – Casual Employment General Staff AWA Edition 2 - General Staff Continuing and Fixed-Term</p>
<p><u>Organisational Knowledge</u></p>	<p>the level of knowledge and awareness of the organisation, its structure and functions that would be expected of staff at each proposed classification level, and the purposes to which that organisational knowledge may be put</p>	<p>Classification Standards Policy Position Classification for General Staff Policy</p>

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Organisational Units</u>	the core educational and administrative units that form the organisational structure of the University, headed by a member of the University Executive Planning Group.	Recruitment and Selection Policy
<u>Outside Work</u>	prior approved provision of professional services to an external party for a fee or other consideration. It includes teaching, consulting, non-commercial research, development activities or provision of other services.	Paid Outside Work and Community Service Voluntary Outside Work Policy
<u>Paid Inside Work</u>	the provision of professional services to an internal ACU organisational or functional unit for a fee or other consideration. It includes teaching, facilitation, non-commercial internal research and development, and technical or professional support activities.	Paid Inside Work Policy
<u>Parties</u>	one or more of either Australian Catholic University Limited or [a staff member of the University or you] or the Community and Public Sector Union or the National Tertiary Education Industry Union. [Dependent on a particular Agreement]	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1- Continuing and Fixed Term Staff Employed in Centres AWA Edition 2– Casual Employment Academic Staff AWA Edition 2– Casual Employment General Staff  AWA Edition 1– Casual Employment Teachers in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed Term Employment in Centres
<u>Position Description</u>	the document provided to potential applicants which outlines the responsibilities	Recruitment and Selection Policy



Word	Definition	Source
	University-Based Paid Outside Work may be remitted.	Service Voluntary Outside Work Policy
<u>Proof of illness</u>	a certificate from a registered health practitioner or a statutory declaration from [the staff member or you]. [Dependent on a particular Agreement].	<p>Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing &amp; Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff</p> <p>AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1- Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff</p>
<u>Protected Allowable Award Matters</u>	<p>means the matters set out in <u>clause 1.7.4</u>: Which are:</p> <ul style="list-style-type: none"> <li>(a) rest breaks</li> <li>(b) incentive-based payments and bonuses annual leave loadings</li> <li>(c) observance of days declared by or under a law of a State or Territory to be observed generally within that State or Territory, or a region of that State or Territory, as public holidays by employees who work in that State, Territory or region, and entitlements of employees to payment in respect of those days</li> <li>(d) days to be substituted for, or a procedure for substituting, days referred to in <u>paragraph (d)</u></li> <li>(e) monetary allowances for: <ul style="list-style-type: none"> <li>(i) expenses incurred in the course of employment or,</li> <li>(ii) responsibilities or skills that are not taken into account in rates of pay for employees or,</li> <li>(iii) disabilities associated with the performance of particular tasks or work in particular conditions or locations.</li> </ul> </li> </ul>	<p>AWA Edition 2– Casual Employment Academic Staff</p> <p>AWA Edition 2– Casual Employment General Staff</p> <p>AWA Edition 2– Casual Employment Teachers in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff</p>

Word	Definition	Source
	(f) loadings for working overtime or for shift work (g) penalty rates (h) outworker conditions and, (i) any other matter specified in the <i>Workplace Relations Regulations</i> (Commonwealth) as varied from time to time.	
<u>Protected staff member</u>	means and refers to a staff member of the University who on 31 December 1990 was a staff member of Catholic College of Education Sydney Ltd, McAuley College Queensland, The Institute of Catholic Education or Signadou Dominican College of Education Ltd and on 1 January 1991 ceased to be so employed and became a staff member of Australian Catholic University .	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres  AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Deputy Vice-Chancellor</u>	any person holding such a senior academic leadership and management position so designated at the University.	Recruitment and Selection Policy
<u>Public holiday</u>	means a day declared by a State or Territory government, or a day declared in lieu of a public holiday that is observed by the University and on which the University campus(es) in that State or Territory is closed.	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1 - Continuing and Fixed Term Staff Employed in Centres AWA Edition 2– Casual Employment Academic Staff AWA Edition 2 – Casual Employment

Word	Definition	Source
		Teachers in Centres AWA Edition 2-Casual Employment General Staff – June 2006 AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Qualifications</u>	within the Australian Qualifications Framework	Classification Standards Policy Position Classification for General Staff Policy Recruitment and Selection Policy
<u>Qualifying Period</u>	The qualifying period for a new staff member is <u>6 months</u> from the date of her/his commencement	Workplace Relations Act, 1996
<u>Recruitment Agency</u>	an agency engaged by the University from time to time to provide recruitment services for a specific vacant position(s).	Recruitment and Selection Policy
<u>Recruitment and Selection Kit for Nominated Supervisors and Staff Selection Committee Chairs</u>	a kit of recruitment and selection resource material for use by nominated supervisors and Chairs of selection committees.	Recruitment and Selection Policy
<u>Redeployment</u>	the reassignment of a staff member, within the same or another organisational unit.	Recruitment and Selection Policy
<u>Redundancy</u>	occurs where the University decides that it no longer wishes the job that the staff member has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour. A redundancy may occur, for example, for reasons of an economic, technological, structural or similar nature.	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres

or

Word	Definition	Source
	Means that the University has decided that it no longer wishes for the position to which you are appointed to continue in existence.	AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed Term Employment in Centres
<u>Referee Report</u>	the Request to Appoint form which must be completed and authorised in accordance with the University's Staffing Delegations prior to advertising and/or filling a vacant position.	Recruitment and Selection Policy
<u>Registered Medical Practitioner</u>	A health practitioner registered, or licensed, as a health practitioner (or as a health practitioner of a particular type) under a law of a State or Territory that provides for the registration or licensing of health practitioners (or health practitioners of that type).	Workplace Relations Act, 1996
<u>Relative</u>	A spouse (including former spouse, de facto spouse or former de facto spouse, child or adult child (including adopted child, step-child, ward or ex nuptial child), parent (including step-parent), grandparent (including step-grandparent), grandchild (including step-grandchild), sibling (including step-or half-sibling) or sibling of spouse (see also Immediate Family).	Sex Discrimination Act, 1984 (Fed)
<u>Religious</u>	any member of the Congregation who is named in Schedule 2 [of the Religious Deed of Agreement] or who is added to Schedule 2 in accordance with the provisions of this Agreement	Religious Deed of Agreement
<u>Religious member of the University</u>	any member of a Congregation whose services are subject to the terms of a Deed of Agreement between the University and the Congregation for the provision of services, and who is consequently involved in the life of the University, and a diocesan priest whose services are provided in agreement with the local Bishop.  <u>or</u>  any member of a Congregation whose services are subject to the terms of a Deed of Agreement between the University and the Congregation for the provision of services, and who is consequently involved in the life of the University.	Discrimination and Harassment Policy Staff Grievance Management Policy  Religious Deed of Agreement
<u>Request to Appoint</u>	the Request to Appoint form which must be completed and authorised in accordance with the University's Staffing Delegations prior to advertising and/or filling a vacant position.	Recruitment and Selection Policy

Word	Definition	Source
<u>Research</u>	work activity by a person engaged on research only functions for a contract period not exceeding five years.	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term
<u>(The) Respondent</u>	a person against whom a grievance has been initiated under this policy.	Grievance Management for Students Policy Staff Grievance Management Policy
<u>Retrenchment</u>	the termination of employment of a staff member whose position has been declared by the University to be redundant.  <p style="text-align: center;"><u>or</u></p> means the termination of your employment because of redundancy.	Staff Enterprise Agreement 2005 – 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres  Redeployment Redundancy & Voluntary Early Retirement Policy AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed

<b>Word</b>	<b>Definition</b>	<b>Source</b>
		Term Employment in Centres
<u>Risk Management</u>	Risk Management is the management of an event or hazard which has the potential to cause injury to staff, students or visitors, or may cause damage to plant, property, or equipment. Risk management involves identifying and analysing workplace hazards, assessing the risks associated with those hazards and identifying methods to control or reduce risks.	Critical Incident Management Policy
<u>Routine supervision</u>	direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.	Classification Standards Policy Position Classification for General Staff Policy
<u>Satisfactory performance</u>	performance at an appropriate level for the staff member's appointment and consistent with the staff member's duties and Position Classification Standards.	Incremental Progression for Academic Staff Policy Incremental Progression for General Staff Policy
<u>Selection Committee</u>	a selection committee established in accordance with this policy.	Recruitment and Selection Policy
<u>Selection Criteria</u>	the skills, knowledge and ability required of an appointee to an advertised position.	Recruitment and Selection Policy
<u>Senior staff member</u>	means a staff member who is appointed as such by the Vice-Chancellor and who is paid in accordance with <u>Schedule 1</u> [Senior Staff Salary Rates].	AWA Edition 2 – Senior Staff
<u>Serious Misconduct</u>	serious misbehaviour or deliberate action(s) of a staff member which may cause a serious impediment to the carrying out of the staff member's duties or to the staff member's colleagues carrying out their duties.	Staff Enterprise Agreement 2005 – 2008 AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres

or

Word	Definition	Source
	<p>serious misbehaviour or deliberate action(s) by a staff member such that it would be unreasonable to require the University to continue employment during a period of notice.</p> <p style="text-align: center;"><u>or</u></p> <p>serious misbehaviour or deliberate action(s) of a staff member which may cause a serious impediment to the carrying out of the staff member's duties or to the staff member's colleagues carrying out their duties. Under the <i>Workplace Relations Act, 1996</i>, and the concomitant Regulations, Serious misconduct includes:</p> <p>(a) wilful, or deliberate, behaviour by an employee that is inconsistent with the continuation of the contract of employment and</p> <p>(b) conduct that causes imminent, and serious, risk to:</p> <p style="padding-left: 20px;">(i) the health, or safety, or a person or</p> <p style="padding-left: 20px;">(ii) the reputation, viability or profitability of the University's business.</p> <p>Conduct or behaviour that is serious misconduct includes:</p> <p>(a) the staff member, in the course of her/his employment with the University, engaging in:</p> <p style="padding-left: 20px;">(i) theft or</p> <p style="padding-left: 20px;">(ii) fraud or</p> <p style="padding-left: 20px;">(iii) assault or</p> <p>(b) the staff member being intoxicated at work or</p> <p>(c) the staff member refusing to carry out a lawful and reasonable instruction that is consistent with the staff member's contract of employment.</p>	<p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p> <p>Misconduct and Serious Misconduct Policy</p>
<u>Service Providers</u>	refers to the organisation that has been engaged by the University for the purpose of providing confidential counselling services to individual staff members, through the EAP.	Employee Assistance Program Policy
<u>Shift or Rostered Shift</u>	a continuous period of work [except in the case of a Broken Shift} during which a shift worker is rostered for duty.	Shiftwork for General Staff Policy
<u>Shift Roster</u>	a sequence of shifts in a roster to be normally worked by a staff member. These hours are normally arranged so as to form a recurring cycle of five days on shift and two days off per week.	Shiftwork for General Staff Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Short-list</u>	a list of applicants selected for interview.	Recruitment and Selection Policy
<u>Short-listing</u>	the process of ranking applicants against the selection criteria in order to determine which applicants are to be invited to interview.	Recruitment and Selection Policy
<u>Short-listing Report</u>	the staff selection committee's written assessment and recommendation regarding the applicants who are to be invited to interview and those who are not to be invited to interview.	Recruitment and Selection Policy
<u>Specific task or project</u>	<p>a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe. Without limiting the generality of that circumstance, it shall also include a period of employment provided for from identifiable funding external to the employer, not being funding that is part of an operating grant from government or funding comprised of payments of fees made by or on behalf of students.</p> <p style="text-align: center;"><u>or</u></p> <p>means a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe.</p>	<p>Staff Enterprise Agreement 2005 - 2008 AWA Edition 1- Continuing &amp; Fixed Term General Staff AWA Edition 1- Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term</p>
<u>Staff adviser</u>	a person designated as being available to assist students and other staff in dealing with grievances under this policy.	Grievance Management for Students Policy
<u>Staffing Delegations</u>	the Staffing Delegations Register as approved by the University Senate.	Recruitment and Selection Policy
<u>Staff member</u>	The employee [who is a party] named in sub-section 1.1 [of a specified agreement]	<p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 – Casual Employment</p>

Word	Definition	Source
	<p style="text-align: center;"><u>or</u></p> <p>a person employed by the University as an academic staff member or a general staff member</p>	<p>Academic Staff            AWA Edition 2 – Casual Employment            General Staff            AWA Edition 2 – Casual Employment            Teachers in Centres            AWA Edition 2 - Academic Staff            Continuing and Fixed-Term            AWA Edition 2 - General Staff            Continuing and Fixed-Term            AWA Edition 2 – Senior Staff            AWA Edition 2 – Continuing and Fixed            Term Employment in Centres            Discrimination and Harassment Policy</p>
<u>Staff observer</u>	a person elected by all staff who are subject to the operation of a particular University process applying under a policy of the University.	Staff Enterprise Agreement 2005 - 2008
<u>Staff representative</u>	a person who is, chosen by a staff member to be their chosen representative, but who is not a practising barrister or solicitor.	<p>Staff Enterprise Agreement 2005 – 2008            Misconduct and Serious Misconduct            Policy            AWA Edition 1- Continuing &amp; Fixed Term            General Staff            AWA Edition 1- Continuing and Fixed            Term Academic Staff            AWA Edition 1- Casual General Staff            AWA Edition 1- Casual Academic Staff            AWA Edition 1– Continuing and Fixed            Term Staff Employed in Centres</p>
<u>Statutes</u> [Religious]	the canonical statutes, for the time being, of the Congregation	Religious Deed of Agreement
<u>Student</u>	a person who is, or was at the time of the alleged discrimination or harassment, enrolled at the University (including on a deferred basis) as a candidate for any program or to pursue any unit of study or research offered at or by the University including a student of another university or other education provider who is granted temporary or ongoing rights of access to a campus or site of the University for study purposes.	Discrimination and Harassment Policy

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Task Level</u>	the type, complexity and responsibility of tasks typically performed by staff within each proposed classification level.	Classification Standards Policy Position Classification for General Staff Policy
<u>Teacher</u>	an employee of ACU engaged to teach in non-award courses or programs in a Centre at the University.  <u>or</u>	AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres
	means an employee of the University engaged to teach in a Centre in courses or programs which do not lead to an accredited higher education award by the University.	AWA Edition 2 – Continuing and Fixed Term Employment in Centres
<u>Term of this Agreement (AWA)</u>	This Agreement will start operating (' <i>Commencement Date</i> ') on the day it is lodged with the Employment Advocate.	AWA Edition 2– Casual Employment Academic Staff – AWA Edition 2 - Casual Employment General Staff AWA Edition 2 – Casual Employment Teachers in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff AWA Edition 2 – Continuing and Fixed Term Employment in Centres
<u>Trade certificate</u>	Completion of an apprenticeship, normally of four years duration, or equivalent recognition, eg Certificate III	Classification Standards Policy Position Classification for General Staff Policy
<u>Training Level</u>	the type and duration of training which the duties of the classification level typically require for effective performance. Training is the process of acquiring skills and knowledge through formal education, on the job instruction or exposure to procedures.	Classification Standards Policy Position Classification for General Staff Policy
<u>Typical Activities</u>	activities typically undertaken by staff in different occupations at each of the proposed classification levels.	Classification Standards Policy Position Classification for General Staff Policy
<u>Union</u>	the Community and Public Sector Union or the National Tertiary Education Industry Union.	Staff Enterprise Agreement 2005 - 2008

Word	Definition	Source
<u>The University</u>	Australian Catholic University Limited [ACU] (A.B.N. 15 050 192 660), a Company limited by guarantee.	Staff Enterprise Agreement 2005 - 2008 Grievance Management for Students Policy AWA Edition 1- Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1- Casual General Staff AWA Edition 1- Casual Academic Staff AWA Edition 1– Continuing and Fixed Term Staff Employed in Centres
<u>University holiday</u>	<p>means any days notified by the University as being University holidays and usually includes days during the University shut down period at the conclusion of each academic year.</p> <p style="text-align: center;"><u>or</u></p> <p>means any days notified by the University as being University holidays and includes those days referred to in <u>clause 3.3.2(v)</u>.</p>	<p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2– Casual Employment Academic Staff AWA Edition 2– Casual Employment General Staff AWA Edition 2– Casual Employment Teachers in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff</p>
	<p style="text-align: center;"><u>or</u></p> <p>one or more days during the annual University closedown period on which the</p>	Staff Enterprise Agreement 2005 - 2008

Word	Definition	Source
	University is closed, and which staff are not required to take as part of their annual or long service leave.	AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres
<u>University Visitor</u>	the position established by the University and undertaken by a person external to the University who may review relevant matters, as specified in policy, referred to her/him by an eligible member of staff.	Staff Enterprise Agreement 2005 – 2008 Staff Grievance Management Policy AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>University-based Paid Outside Work</u>	constitutes the main type of Paid Outside Work. It is the provision of professional services and products to external parties for remuneration or other consideration by a staff member in her/his capacity as a member of staff at ACU and accordingly is contracted through the University. It includes teaching, consulting, non-commercial research, development activities or other services provided by the University to other organisations. At minimum such activities should be cost neutral but they should normally generate additional income for the University.	Paid Outside Work and Community Service Voluntary Outside Work Policy
<u>Unlawful discrimination</u>	the treatment of a person in a less favourable manner than another person because of an unlawful reason. The unlawful reasons within the scope of this policy are listed in Schedule 1[Summary of Commonwealth, State and Territory Anti-Discrimination Legislation Showing the Grounds, Attributes or Characteristics of Unlawful Discrimination]. Direct and indirect forms of discrimination are further elaborated in paragraphs 1.4.1 [ <u>Direct discrimination</u> occurs if a person is treated less favourably than another in similar circumstances on the basis of an unlawful reason.] and 1.4.2. [ <u>Indirect discrimination</u> occurs if there is a rule, practice, policy or other arrangement, requirement or condition, which applies equally to everyone but which is unreasonable and impacts unfairly on a person or a particular group of people because they are less able to comply with the requirement etc. The person complaining of indirect discrimination must generally be a member of that particular group, who cannot comply with the requirement etc.]	Discrimination and Harassment Policy

Word	Definition	Source
<u>Unlawful harassment</u>	any form of behaviour that is not wanted, not asked for and that a reasonable person would have anticipated would offend, humiliate or intimidate the other person if the behaviour happens for an unlawful reason. Examples of what may amount to unlawful harassment are set out in Part B of this policy.	Discrimination and Harassment Policy
<u>Unlawful reason for discrimination</u>	any of the characteristics or qualities listed in the body of applicable anti-discrimination legislation on the basis of which discrimination against a person is prohibited, relevantly, in employment, education, the provision of goods and services, accommodation and any other areas listed in the anti-discrimination legislation. Typically, these grounds may include sex sexual identity race, ethnicity or national origin disability religious belief or activity political belief or activity industrial or trade union activity status as a parent or carer and age.	Discrimination and Harassment Policy
<u>Vacant Position</u>	a position at the University which at the time of advertisement does not have a substantive incumbent or the current incumbent has provided notice of resignation, retirement or other termination.	Recruitment and Selection Policy
<u>Vice-Chancellor</u>	<p>the Vice-Chancellor or delegate.</p> <p style="text-align: center;"><u>or</u></p> <p>The Chief Executive Officer of Australian Catholic University [or an officer acting in the role of Vice-Chancellor].</p>	<p>Staff Enterprise Agreement 2005 – 2008</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 - General Staff Continuing and Fixed-Term</p> <p>AWA Edition 2 – Senior Staff</p> <p>AWA Edition 2 – Continuing and Fixed Term Employment in Centres</p> <p>Staffing Delegations</p> <p>Recruitment and Selection Policy</p> <p>AWA Edition 1 - Continuing &amp; Fixed Term General Staff</p> <p>AWA Edition 1 - Continuing and Fixed Term Academic Staff</p> <p>AWA Edition 1 - Casual General Staff</p> <p>AWA Edition 1 - Casual Academic Staff</p> <p>AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>Staff Grievance Management Policy</p>

<b>Word</b>	<b>Definition</b>	<b>Source</b>
<u>Victimisation</u>	includes any unfavourable treatment of a person as a consequence of her/his involvement in a duly notified bona fide grievance. Unfavourable treatment might include such things as adverse changes to a person's working environment, denial of an entitlement or opportunity, or calculatedly being ignored or neglected.	Staff Grievance Management Policy
<u>Week</u>	is equal to five (5) <u>working days</u> within a <u>7-day cycle</u> .	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff
<u>Week's pay</u>	the ordinary time rate of pay per week for the staff member concerned.	Staff Enterprise Agreement 2005 - 2008 AWA Edition 1 - Continuing & Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres
<u>Work Rights</u>	the legal right to work in Australia, held by Australian citizens, Australian permanent residents, New Zealand citizens holding a valid passport and persons holding a valid temporary visa allowing employment in Australia.	Recruitment and Selection Policy
<u>Year 12</u>	Completion of a Senior Secondary Certificate of Education, usually in Year 12 of secondary school	Classification Standards Policy Position Classification for General Staff

Word	Definition	Source
		Policy
<u>Year of service</u>	<p>12 months from the anniversary date of commencement.</p> <p style="text-align: center;"><u>or</u></p> <p>a 12 month period from the date of commencement of the employment and thereafter from each anniversary of the date of commencement of the employment.</p>	<p>Staff Enterprise Agreement 2005 - 2008 AWA Edition 1 - Continuing &amp; Fixed Term General Staff AWA Edition 1 - Continuing and Fixed Term Academic Staff AWA Edition 1 - Casual General Staff AWA Edition 1 - Casual Academic Staff AWA Edition 1 – Continuing and Fixed Term Staff Employed in Centres</p> <p>AWA Edition 2 - Academic Staff Continuing and Fixed-Term AWA Edition 2 - General Staff Continuing and Fixed-Term AWA Edition 2 – Senior Staff</p>