Workforce Management Policy

This policy is being updated to reflect the new Enterprise Agreement and may currently contain out of date information. If you have any questions, please lodge an Ask HR ticket.

Section 1 - Background and Purpose

(1) This policy covers the engagement of staff, their entitlements where these are not already prescribed by law or within the Agreement, the responsibilities of staff and subsequent consequences for failing to meet their responsibilities and the environment to foster a workplace which is fair and inclusive for all.

Section 2 - Scope

(2) This policy is applicable to all staff.

(3) This policy is underpinned by the Code of Conduct. It does not exclude or replace the Code of Conduct.

Section 3 - Policy Statement

(4) The University seeks to:

a. reinforce University's Code of Conduct and our values;
b. use workforce information in order to effectively and efficiently manage its workforce;
c. apply the terms and conditions of the La Trobe University Enterprise Agreement 2023 approved by the Fair Work Commission ('the Collective Agreement');
d. ensure workforce management practices are informed by the strategic and operational requirements of the workplace;
e. ensure that decisions on workplace relations issues are objective and in accordance with relevant legislation and the Enterprise Agreement;
f. ensure that behaviour demonstrated in the workplace is compliant with legislation, our Code of Conduct and other policies/procedures;
g. ensure working conditions consider staff health and safety and are managed in a strategic manner, complying with legislation, our Code of Conduct and other policies/procedures.

Section 4 - Procedures

(5) Refer to the:

a. Code of Conduct
b. Workplace Issue Resolution (Staff) Procedure
c. Honorary Appointments Policy
d. Paid Additional Work Within the University - Full Time Staff Procedure

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e. Performance Procedure - Annual Performance Cycle
f. Pre-Retirement Procedure
g. Redeployment Procedure
h. Secondment Procedure
i. Termination of Employment Procedure
j. Work Experience Placement, Cadetship or Internship Procedure

Section 5 - Definitions

(6) Nil.

Responsibility for monitoring implementation and compliance – Chief People Officer.

Status and Details

Status	Current
Effective Date	1st November 2016
Review Date	7th August 2018
Approval Authority	Vice-Chancellor
Approval Date	27th October 2016
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
Enquiries Contact	People & Culture +61 3 9479 1234

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