

Workforce Management Policy

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/ Application

(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 Collective Agreement 2018](#) 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 [Collective 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. [Grievance Resolution \(Staff\) Procedure](#);
- b. [Honorary Appointments Policy](#);
- c. [Paid Additional Work Within the University - Full Time Staff Procedure](#);
- d. [Secondment Procedure](#);
- e. [Work Experience Placement, Cadetship or Internship Procedure](#).

Section 5 - Definitions

(6) Nil.

Section 6 - Stakeholders

Responsibility for implementation - Deputy Vice-Chancellors; Executive Directors; College Pro Vice-Chancellors; Heads of Schools; and Heads of Department.

Responsibility for monitoring implementation and compliance - Executive Director, Human Resources.

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 Policy Officer	Regan Sterry Executive Director, Human Resources
Author	Linda Robertson Director, Workplace Relations and Safety
Enquiries Contact	Human Resources +61 3 9479 1234