



VICTORIA UNIVERSITY OF WELLINGTON

HEAD OF SCHOOL COLLECTIVE AGREEMENT

Term:

1 February 2018 to 31 January 2020

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PARTIES The Vice-Chancellor and Chief Executive of Victoria University of Wellington (“the employer”); and

The New Zealand Tertiary Education Union (“TEU”)

COVERAGE This Agreement shall apply to and be binding on the parties to the Agreement; and those staff who are employed by the employer as Head of School (“the employee”).

Exclusions

Members of the Senior Management Team

GENERAL

Current Employees

Current employees who fall within the coverage clause of this Agreement and who join the TEU shall be covered by it.

New Employees

New employees who are appointed during the term of this Agreement, and who fall within the coverage clause of this Agreement, and who join the TEU shall be covered by it.

Minimum Rates and Conditions

This Agreement provides for the minimum rates and conditions that are to be paid and provided to those covered by it.

1.0 AGREEMENT TERMS

The Agreement shall be deemed to have come into force on 1 February 2018 and shall remain in force until 31 January 2020.

The employer and the employee agree that with effect from 1 February 2018, the terms and conditions contained in this Agreement will apply to the employee instead of, and to the exclusion of, the terms and conditions applying before that date.

2.0 MUTUAL RESPONSIBILITIES

2.1 During the term of this Agreement the employer shall continue to act as a good employer in all dealings with the employee.

2.2 The employee shall during the continuance of the employment:

- (a) Diligently and faithfully serve the employer and endeavour to promote and protect the interests of the University, and to act in a collegial manner.
- (b) Carry out and comply with all the employer’s reasonable and lawful directions.
- (c) Diligently perform the duties as agreed between the employer and the employee.



The employee is responsible to the employer as per Schedule 1.

Employees covered by this Agreement have the rights and privileges of academic freedom as provided for under Section 161 of the Education Act 1989. Should the Academic Freedom provisions of the Education Act 1989, as existing at the beginning of the year 2002 be repealed, the employer will continue to honour those provisions.

3.0 EEO

The employer affirms the principles of EEO and will promote policies and practices throughout the University to ensure EEO in all crucial employment processes within VUW, especially those concerning staff appointments, promotions, and career development. The employer will provide appropriate opportunities for training in EEO for all interested staff, and monitor EEO aspects of processes involving staff appointments, promotion and career development.

Sections 77A and 77D of the State Sector Act 1988 shall apply.

4.0 REMUNERATION

4.1 The employer shall pay to the employee their salary and an allowance in accordance with the salary scales and allowance provisions in Schedule 2. Remuneration shall be paid by direct credit in equal fortnightly payments.,

4.2 Promotion

The employer may promote the employee to a higher grade. Promotions are by personal application in accordance with the criteria for promotions as set out in Schedule 3, and will take place at the same time as the Academic Promotions Process. The TEU shall have the right to appoint an observer at all meetings of committees concerned with the consideration of promotion applications.

5.0 APPOINTMENTS

5.1 Appointments shall ordinarily be for a period of up to five years' duration, although the term of appointment may be extended with the agreement of the employee and the relevant Pro Vice-Chancellor.

5.2 All employees, including those employed on a fixed term basis, will be appointed to either full-time or fractional positions as Senior Lecturers, Readers/Associate Professors or Professors.

6.0 MANAGEMENT DEVELOPMENT

6.1 Induction Programmes

The employer will provide induction programmes. New employees will be expected to participate in such programmes.

6.2 Management Training and Support

The employer will provide adequate support and training as necessary for employees to

carry out their duties. It is expected that employees will participate in such training.

6.3 Performance Development and Career Planning and Mentoring

6.3.1 Employees shall have the benefit of Performance Development and Career Planning in accordance with the University's Academic Performance Development and Career Planning Process.

6.3.2 New employees are entitled to an agreed mentor for a period of up to three years.

6.4 Workloads

Workloads will be allocated according to Workload Policies, as applicable.

7.0 LEAVE

7.1 Annual Leave

In addition to University holidays, employees are entitled to 20 working days per annum, to be taken in accordance with the Holidays Act 2003.

Any annual leave taken will be paid in the pay that relates to the period during which the leave is taken, unless pay in advance is requested and is practicable.

With the written approval of the employer, an employee may take annual leave in anticipation of entitlement. The number of days anticipated shall not exceed the amount of accrued leave.

7.2 University Holidays

The last working day before Christmas Day, three working days between Christmas and New Year, and Easter Tuesday are University holidays. Employees are entitled to University holidays only if they fall on days on which those employees would usually work.

7.3 Public Holidays

The parties are bound by the Holidays Act 2003. That Act requires that:

- (i) If the employee does not work on a public holiday and the day would otherwise be a working day for the employee, the employer must pay the employee not less than the employee's relevant daily pay for that day.
- (ii) If the employee works on any part of a public holiday, the employer must pay the employee at least the portion of the employee's relevant daily pay that relates to the time actually worked on the day plus half that amount again. If the public holiday falls on a day that would otherwise be a working day for the employee, the employee will also receive an alternative holiday.

An employee is required to obtain the prior approval of the employer to work on a public holiday.



7.4 Sick Leave

The purpose of sick leave is to enable staff to continue to be paid when by reason of injury or illness, they are prevented from attending to their normal duties. It is to be administered fairly by management and utilised responsibly by staff.

These sick leave provisions apply equally where the employee is required to attend to their child, partner or family member who is a member of their household and who through illness or injury becomes dependent on the employee.

Employees are entitled to sick leave on pay on an "as and when required" basis.

In cases of long term or frequent short term absence, or where the employer considers that the employee's performance may be impaired by a possible medical condition, the employer may require an employee to undergo an examination by a registered medical practitioner. The employer reserves the right to require a specialist medical practitioner's examination and report in specific cases. Should the employee be found unfit to perform their full duties they may be placed on sick leave until cleared to return to full duties. The cost of the medical examinations will be met by the employer.

The employee should notify absence due to illness to the relevant Pro Vice-Chancellor as soon as possible after the commencement of the illness. A medical certificate will be required for all absences in excess of five consecutive days, and may be required for absences of shorter periods.

Where a staff member is in receipt of earnings related compensation (as defined in the Accident Compensation Act 2001) sick leave on pay shall be based on the difference between the compensation received and the normal salary of the staff member.

Where:

- (a) long term absence due to illness or injury is involved; or
- (b) an employee has been employed for 6 months or more and has had frequent short term absence due to illness or injury which extend over a period in excess of 6 months; or
- (c) an employee has been employed for less than 6 months and has had frequent short term absence due to illness or injury;

and it seems unlikely that the employee concerned will be able to resume duties within a reasonable period, the employer may, after consultation with the appropriate HR staff and the employee and/or their representative, give consideration to a reduction in hours, the retirement of the employee concerned on medical grounds, or an extended period of leave on reduced pay or without pay. The employer will agree to the employee going on reduced hours if the employer in its discretion considers that its operational requirements may be met. Each case must be dealt with on its merits.

When sickness occurs during annual or long service leave, the employer will permit the period of sickness to be recorded as sick leave provided a medical certificate is produced.



Grandparenting

Current staff with entitlement to sick leave as at 1 August 1995 have the right to take sick leave up to that entitlement under the new provisions.

This entitlement will reduce progressively as sick leave is granted in terms of provisions introduced with effect from 1 August 1995.

7.5 Academic Leave

7.5.1 The policy on academic leave, as set out in Schedule 4, shall apply.

7.5.2 Applications for academic leave must be discussed prior to submission, and preferably at the earliest opportunity, with the relevant Pro Vice-Chancellor. In determining whether or not to give final approval to an application for academic leave, the Pro Vice-Chancellor will take into consideration the operational needs of the relevant school, including the availability of a suitable temporary replacement to act as Head of School during the period of leave.

7.5.3 The Head of School Allowance will not be paid for the period that a Head of School is on academic leave, where that academic leave is of more than one month.

7.6 Parental Leave

7.6.1 Except where stated to the contrary, parental leave shall be in accordance with the Parental Leave and Employment Protection Act 1987.

7.6.2 The employer may at its discretion grant parental leave to employees who are not eligible for parental leave under the Act.

7.6.3 This agreement provides for the following types of parental leave:

Extended Parental Leave

Extended parental leave of up to 52 weeks is available to the employee in respect of every child born to them or their partner, or every child up to and including five years of age adopted by them or their partner whether formally or in a whaangai/tama fai/informal adoption situation. This leave shall include the nine weeks paid parental leave provided for below.

The maximum period of extended parental leave may be either taken by the employee exclusively or shared between the employee and their partner either concurrently or consecutively. This applies whether only one or both partners are employed in the university.

Maternity Leave

Maternity leave of up to 18 weeks is available to a pregnant employee, or to a primary care-giving parent who, with a view to adoption, assumes care of a child who is not more than 5 years of age. This leave generally begins at the date of confinement, or the date on which adoptive care of a child commences. Paid parental leave may start prior to the birth or assumption of adoptive care for an employee taking maternity leave.



Special Leave

A female employee who is pregnant may, before taking maternity leave, take up to 10 days special leave without pay for reasons connected with the pregnancy.

Parental Partner Leave

An employee who is a parental partner may take a continuous 14-day period of parental leave. Leave may be taken any time during the six-week span beginning 21 days before the expected date of delivery or adoption and ending 21 days after the actual date of delivery or adoption.

Paid Parental leave

The employee is entitled to 10 weeks paid parental leave if they qualify for parental leave in accordance with 7.6.1 or 7.6.2 above. However, if the term of the employee's employment agreement is for less than 12 months then the employee shall only be entitled to three weeks paid parental leave (the employee must still qualify for parental leave in accordance with 7.6.1 or 7.6.2 above). Paid parental leave may be taken in up to four periods during the 12 months following the birth or adoption of a child/children. By mutual agreement, paid parental leave may be taken in a greater number of periods.

If both parents are currently employed by the University, a total of 10 weeks paid leave shall be provided, which may be shared between them. Paid parental leave may be taken by both men and women following the birth or adoption of a child and is available to same-sex partners. Adoption shall include whaangai, tama fai or informal adoption.

7.6.4 Employees must give three months' notice in writing of their intention to take parental leave except that where appropriate:

- i Special and medical circumstances will be taken into account
- ii In the case of adoptions it is accepted that three months' notice may not always be possible

7.6.5 If the employee is entitled to a salary increment in the period of parental leave, then it will be awarded in accordance with this Agreement.

7.6.6 Job Protection

An employee returning from parental leave is entitled to resume work in the same position or in a similar position to the one she/he occupied at the time of commencing parental leave. The employee may wish to work reduced hours for a period and wherever practicable the employer will accommodate this.

In respect to this provision a similar position means a position:

- i at the equivalent salary and grading; and
- ii on the same university campus; and
- iii involving responsibilities broadly comparable to those exercised in their previous position.

When an employee goes on parental leave the employer must, as first preference, hold the employee's position open (Note - This includes filling it

temporarily); but if the employer needs to fill the position permanently, at the time the employee indicates their intention to return to duty, the employer shall provide a written offer of one of the following (in order of priority);

- i The same position if it is vacant at that time or a similar position to the one they occupied before commencing parental leave; or
- ii If this is not possible the employer may approve one of the following options:
 - (a) an extension of parental leave up to 12 months until the employee's previous position or a similar position becomes available; or
 - (b) where extended parental leave as provided in (a) expires and no position is available for the employee, the employee continues on leave without pay and the employer may terminate employment with three months' notice.

7.6.7 Redeployment

When a staffing surplus is declared involving a position that is usually occupied by an employee who is on parental leave, then the same university redeployment provisions that would apply to other staff members who are part of the same surplus will apply.

7.7 Retirement Leave

For the purposes of this clause "Retirement" means retiring from the full-time or part-time permanent workforce with the intention of not re-entering the paid workforce except on a casual or short term basis.

Employees who retire are entitled to the following periods of retirement leave on full pay, or an equivalent lump sum:

<u>Length of Continuous Service</u>	<u>Retirement Leave</u>
10 years	1 month
12 years	2 months
14 years	3 months
16 years	4 months
18 years	5 months
20 years	6 months

Service for the purpose of retirement leave entitlement and calculation means unbroken employment at the University, full time or part time (on a pro-rata basis), except when service was broken to care for pre-school or school age children. An employee returning to work at the University after a period of broken service due to childcare in order to record why service was broken must

- Produce a birth certificate for the child; and
- Sign a statutory declaration to the effect that absence has been due to the care of a pre-school or school age child, and paid employment has not been entered into for more than 15 hours per week or other income received during that absence. Where paid employment has been entered into for more than

15 hours per week or other income earned is in excess of \$23,000 per annum, eligibility will be at the employer's discretion.

7.8 **Special Leave**

Special leave on pay is granted for reasons such as jury service, attending court, and compassionate reasons, and is approved by the relevant Pro Vice-Chancellor.

7.9 **Leave For Maori Land Court And Waitangi Tribunal Hearings**

Where an employee is required as a witness, or in a specific role on behalf of their iwi, to attend the Maori Land Court, Waitangi Tribunal hearings or claimant negotiations concerning land issues of their iwi, then they shall be entitled to paid leave of up to 10 days per year. An application outlining the basis on which this leave is sought is required. In addition, an employee shall be granted special leave on pay to support the lodgement of a claim made by their iwi.

7.10 **Bereavement/Tangihanga Leave**

7.10.1 An employee shall be granted special bereavement leave on full pay to discharge their obligation and/or to pay their respects to a deceased person with whom they have had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent). This may include leave to attend memorial services including unveilings/hura kohatu and re-enactment of tangihanga/kawe mate.

7.10.2 Subject to the Holidays Act 2003, in granting time off therefore, and for how long, the employer must administer these provisions in a culturally sensitive manner taking into account:

- i The closeness of the association between the employee and the deceased, which association need not be a blood relationship;
- ii Whether the employee has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death;
- iii The amount of time needed to discharge properly any responsibilities or obligations;
- iv Reasonable travelling time should be allowed, but for cases involving overseas travel that may not be the full period of travel;
- v A decision must be made as quickly as possible so that the employee is given the maximum time possible to make any necessary arrangements. In most cases the necessary approval will be given immediately, but may be given retrospectively where necessary.

If paid special bereavement leave is not appropriate, then annual leave or leave without pay should be granted, but as a last resort.

If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, long service leave (except when this is taken after relinquishment of office) or other special leave on pay, such leave may be interrupted and bereavement leave granted in terms of the preceding clauses. This provision will not apply if the employee is on leave

without pay.

7.11 Domestic Violence Leave

- i. In this clause, domestic violence has the same meaning as that term is defined in the Domestic Violence Act 1995. The Employer recognises that Employees sometimes experience domestic violence in their personal life that may affect their attendance, performance and/or safety at work. The Employer is committed to supporting Employees who experience domestic violence.
- ii. The Employer may, on request, grant an Employee experiencing domestic violence paid special leave on such terms and conditions as are appropriate. Examples of reasons for requesting such leave include the employee attending medical appointments, legal proceedings and counselling sessions.
- iii. The Employee will, if requested, provide the Employer with relevant documents that support any claim for leave under this provision. Such documents may include a document issued by the Police, a Court, a doctor or other medical professional, a domestic violence support service or a lawyer. This documentation may be provided retrospectively. The Employer will maintain strict confidentiality over any such documents, where access will be limited to the Employee's manager and relevant Human Resources staff.
- iv. Leave and any other support provided under this provision is inclusive of any subsequent Government legislative or regulatory entitlements introduced dealing with leave for domestic violence.

8.0 ATTENDANCE AT THE UNIVERSITY AND FLEXIBLE WORKING

- 8.1 Employees shall be in attendance at the University for such time and at such hours as are reasonably required to fulfil their duties as Heads of School.
- 8.2 The employer will give genuine consideration to any request for flexible work by an employee, whether the request is made under Part 6AA of the Employment Relations Act 2000 or otherwise.

9.0 INTELLECTUAL PROPERTY

- 9.1 The employer's policy on Intellectual Property will apply.

10.0 PRIVATE WORK

- 10.1 Employees are permitted to undertake not more than 36 days (pro-rated for fractional employees) per year of paid work. These days are defined as weekdays from 8.30 am to 5.00 pm (excluding Public and University Holidays) and shall not include more than 20 days of teaching time (pro-rated for fractional employees), provided that:
 - (a) the work does not interfere with their responsibilities as Head of School; and
 - (b) there is no conflict between that work and the business of the University.

Details of the planned private work must be notified to the relevant Pro Vice-Chancellor prior to the commencement of the work. The employer's policy on Entitlement to Undertake Private Work will apply.

10.2 The following items do not constitute private work:

- (a) where an employee provides information or gives a reaction or an interview to the media, on an ad hoc basis and upon request;
- (b) where an employee accepts public speaking or conference engagements or similar activities, whose purpose is primarily the public dissemination of the expertise and knowledge for which the employee is employed;
- (c) where an employee sits on a funding agency committee (such as a Health Research Council or Ministry of Science and Innovation committee) or a committee of a professional organisation;
- (d) where an employee produces a book, monograph or other publication under contract to a publisher, or otherwise engages in professional creative activity, whether or not for a fee or royalties;
- (e) where an employee is engaged by another organisation to provide assessing or examining duties; and
- (f) where an employee, although utilising their professional expertise, undertakes work (for example as a treasurer of a local church or school board), not because of his or her role as an employee but by virtue of their capacity as a community member, parent etc.

10.3 Staff members are generally not entitled to use the University's facilities, including stationery, secretarial services, telephones, faxes, computing, printing and photocopying facilities and equipment and technical support, when engaged in private work, unless this has been authorised in advance by the relevant Pro Vice-Chancellor and is paid for in full, either as a charge for each service or as otherwise directed by the relevant Pro Vice-Chancellor. However, it is in the University's interests to have staff available on campus during normal working hours, therefore payment is not required for the use of offices, telephones (other than toll calls) and limited use of computers (such as for word-processing and minor statistical analysis).

11.0 EMPLOYEE NOT TO BIND EMPLOYER

Except for the delegated duties specified in Schedule 1, the employee shall not at any time enter into any contract with any person, company or corporation that shall purport to bind the employer in any manner whatsoever without written authority from the employer. The employer shall not be bound by any contract entered into without its written consent or delegation.

12.0 ENDING EMPLOYMENT

- 12.1 The employer shall continue to employ the employee and the employee shall continue to serve the employer under the conditions of employment as prescribed in this Agreement and Schedule 1 until the employment is terminated, or the employee retires or resigns.
- 12.2 The employee may terminate his or her employment as Senior Lecturer, Reader/Associate Professor or Professor, and/or fixed term employment as Head of School, upon three months notice in writing, or upon some other mutually acceptable period of notice.
- 12.3 In the case of an employee on Research and Study Leave, only three months of Research and Study Leave may be counted as notice unless the employee gives the employer no less than 9 months notice.

- 12.4 Unless another period of notice is expressed in this Agreement to apply, or the Employer is entitled to dismiss the Employee summarily, the Employer may terminate an employee's employment with the equivalent notice periods specified in 12.2 and 12.3.
- 12.5 The employer may elect to pay any employee in lieu of some or all of the notice periods referred to in this clause.
- 12.6 Nothing in this section shall prevent the employer from dismissing an employee for serious misconduct with lesser notice or with no notice.
- 12.7 No employee shall be dismissed for free inquiry, discussion, exercises of judgment, or honest criticism of matters whether inside or outside the University, or any combination of those activities.
- 12.8 Any disciplinary action undertaken by the employer will be in accordance with the procedures outlined in Schedule 5.
- 12.9 Where misconduct is suspected, the employer may suspend the employee with pay whilst the allegation is being investigated.

13.0 REDUNDANCY

- 13.1 In the event that the employee's position as Head of School is disestablished, the employee will revert back to their position as Senior Lecturer, Reader/Associate Professor or Professor.
- 13.1.1 Clauses 1 to 4 inclusive and 15 of Schedule 6 will apply. A compensation payment will be made which is equivalent to two months of the employee's Head of School allowance.
- 13.1.2 The employer shall make all attempts to find suitable alternative work as a Head of School for any employee affected. In the event that an employee is redeployed into another position as Head of School, no redundancy compensation will be payable, but the level of the allowance paid for the new position will be no less than the current allowance paid for the disestablished position, until the next scheduled annual review or for a period of two months, whichever is the greater.
- 13.2 In the event that a redundancy situation arises in respect of the employee's position as Senior Lecturer, Reader/Associate Professor or Professor, during their term as Head of School, the employer will follow the process set out in Schedule 6.

14.0 RECOGNITION OF TIKANGA MAORI AND TE REO MAORI SKILLS

The employer shall take into account for remuneration purposes proficiency in Te Reo where the needs of a job demand such skills. Where employees are called upon by the University to use Tikanga Maori and Te Reo Maori in circumstances outside their job requirements and where such duties are above and beyond the normal requirements of the employee, the University may recognise such contributions either financially or otherwise and will ensure there is no excessive workload burden on the employee.



15.0 REFUND OF APPOINTMENT EXPENSES

- 15.1 Employees who for any reason do not complete three years of service from the commencement dates may be required to refund the travel and establishment costs incurred by the University on their account, or such portions thereof as the employer may decide. In no case shall the proportion of the grant to be repaid be greater than the proportion of time not completed in the expected initial three years of service.
- 15.2 Where, because of the operation of clause 15.1, an employee owes money to the employer, the employer (subject to 15.3) shall have consent (pursuant to section 5 of the Wages Protection Act 1983) to deduct this money from wages payable to the employee.
- 15.3 Before deducting money under 15.2, the employer shall make reasonable efforts to reach agreement with the employee on a reasonable repayment schedule.

16.0 SUPERANNUATION

- 16.1 University employees may belong to the New Zealand Universities Superannuation Scheme, in accordance with the provisions of that Scheme; or
- 16.2 Where the employee is a contributor to the Government Superannuation Fund, the University will continue to make contributions to the Fund. Members are bound by the provisions of the Fund.

17.0 HEALTH AND SAFETY

The employer shall encourage safe work practices. Safety provisions are set out in Schedule 7.

18.0 UNION RIGHTS

18.1 Recognition of the Union

The employer recognises that the union is a legitimate and important stakeholder which represents union members and has rights and interests in decisions affecting members' work and employment. The employer has an interest in the union being well organised and effective in the employment relationship.

The employer will allow union delegates and representatives reasonable paid time to carry out their duties. This will include responsibilities at Victoria University of Wellington and at a national union level. In making decisions about release for union representatives and delegates the employer will observe Te Tiriti o Waitangi principles.

18.2 New Employees

When a person is appointed to a position where the work to be done comes within the coverage clause of this Agreement, the employer will inform the employee that he/she may join the union. If the employee agrees, the employer will inform the union, as soon as practicable, that the employee has started work at the University.

18.3 Fee Deductions

- (a) At the written request of any employee, the employer shall deduct the union's subscription from the employee's salary at a rate advised from time to time by the union, and shall remit such deductions to the union in a manner agreed upon between the employer and the union.
- (b) The remittance of union subscriptions shall be accompanied by a list (in electronic format) of all employees from whom union deductions are made.

18.4 Right of Access

Any authorised union representative is entitled to enter the employer's workplace to discuss employment related matters with union members and to conduct the union's business which may include recruitment and provision of information. Entry must be at reasonable times and in a reasonable way, having regard to normal business operations in the workplace.

18.5 Union Meetings

- (a) The employer shall allow union members covered by this agreement to attend up to two union meetings (each a maximum of two hours duration) in each year.
- (b) The union shall give the employer at least 14 days notice of the date and time of any such union meeting.
- (c) The union shall make arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any union meeting, including, where appropriate, an arrangement for sufficient union members to remain available during the union meeting to enable the employer's operation to continue.
- (d) Work shall resume as soon as possible after the meeting
- (e) The union shall supply the employer with a list of union members who attended and shall advise of the time the meeting finished.

19.0 DEDUCTIONS

19.1 Where an employee agrees that they owe money to the employer, the employer (subject to clause 19.3) shall have consent (pursuant to section 5 of the Wages Protection Act 1983) to deduct this money from wages payable to the employee.

19.2 Before deducting money pursuant to 19.2, the employer shall make reasonable efforts to reach agreement with the employee on a reasonable repayment schedule.

20.0 TRAVELLING EXPENSES

20.1 Where such travel has the prior approval of the relevant Pro Vice-Chancellor, employees who travel in the course of their work outside the cities of Wellington and Lower Hutt will be reimbursed actual and reasonable expenses.

20.2 Where such travel has the prior approval of the relevant Pro Vice-Chancellor, employees who travel in the course of their work, from their normal place of work, within the cities of Wellington and Lower Hutt will be reimbursed actual and reasonable travel expenses.

20.3 20.1 and 20.2 above shall not apply to staff on approved Academic Leave.

21.0 CONDITIONS, POLICIES AND PRACTICE

Any reference to current conditions, policies or practice shall be a reference to conditions applying on the date this Agreement was signed.

22.0 RESOLUTION OF EMPLOYMENT RELATIONSHIP PROBLEMS

22.1 Definitions

An Employment Relationship Problem is any problem relating to or arising out of the employment relationship between the employer and the employee. This includes a formal personal grievance or dispute, but does not include matters concerned with the negotiation of an employment agreement.

Personal Grievance means a formal grievance relating to:

- unjustifiable dismissal,
- unjustifiable disadvantage,
- discrimination,
- sexual or racial harassment, or
- duress in relation to membership or non-membership of a union or employees' organisation.

A Dispute means a disagreement with the way in which the employee's employment agreement has been applied or interpreted.

22.2 Resolving Employment Problems

If the employee thinks they have an employment problem then they should talk to their manager about it. If the employee wants support or advocacy assistance in doing this they should contact the TEU or other representative. At any stage of the process, the employee has an absolute right to representation.

If the employee has tried to resolve their employment problem within the University but this has not succeeded, the employee or the TEU can use the formal process that is offered by the Ministry of Business, Innovation and Employment's Mediation Service.

22.3 Personal Grievances

The employee has 90 days to raise a grievance formally with the employer from the time the event occurred. The TEU will act for the employee during the grievance process unless the employee prefers to represent themselves or seek other representation.

When the employee raises a grievance with the employer, they or their representative need to state what the grievance is and what the employee wants done about it. This should be done in writing.

22.4 Disputes

Where the employee thinks they have a dispute about the Agreement, they need to tell the TEU and employer who are parties to the Agreement. This is because what the employee is disagreeing about may affect other employees who are employed under the Agreement. A dispute may also be taken to the Mediation Service for resolution.

22.5 Formal Processes

Mediation Service

The Mediation Service may help the employee by giving them information about their rights and obligations. They may also suggest a meeting between the employee and the employer or anything else that they think might help. If there is a formal mediation, then it is up to the employee and the employer to reach an agreement on the outcome. The mediator facilitates the process and helps the employee and the employer come to an agreement. However, the employee and the employer can agree at the start of the mediation for the mediator to decide on the outcome. If the employee and the employer agree to this then the mediator's decision is final. The mediator's decision cannot be appealed to a higher authority.

Employment Relations Authority ("the Authority")

If at the end of the mediation a resolution has not been reached, then either the employee or the employer can take the problem to the Authority. If the problem is about a strike or lockout or injunction then the employee can take the issue to the Employment Court. However, issues that relate to the negotiation of new terms and conditions can only be addressed through mediation. These issues cannot be taken to the Authority or Employment Court.

The Authority looks at the whole situation rather than the technicalities of a case. It may look into anything that it thinks is relevant to the case. It may also send the parties back to mediation if it thinks that the parties have not gone through that process properly. If it arrives at a decision that the employee or the employer do not agree with then either party can appeal that decision to the Employment Court.

Employment Court

Appeals to the Employment Court must be made within 28 days of the Authority making its decision.

Further information about this process can be obtained from:

- the employee's manager; and
- the TEU.

Labour Inspectors

The Ministry of Business, Innovation and Employment also employs Labour Inspectors whom the employee can ask to help them with problems about the minimum entitlements under the law, such as the Minimum Wage Act, or the Holidays Act. Labour Inspectors can help the employee enforce their rights in these matters.

23.0 VARIATION OF AGREEMENT

23.1 The parties to this Agreement may agree to vary any of its terms, within the term of this Agreement, provided:

- (i) All parties sign a written agreement outlining the variation; and
- (ii) That agreement is ratified by the majority of TEU members who would be directly affected by the variation.

23.2 In particular, either party may initiate bargaining to vary this Agreement during its term following consideration of the outcome of any Joint Working Parties convened pursuant to this Agreement.



SCHEDULE A

SCHEDULE OF SIGNATORIES

The following are parties to the Victoria University of Wellington Head of School Collective Employment Agreement.

Signed on behalf of the Vice Chancellor and Chief Executive of Victoria University of Wellington:



Annemarie de Castro
Director, Human Resources

30 May 2018
Date

Signed on behalf of the New Zealand Tertiary Education Union:



Irena Brorens
National Industrial Officer, TEU

25 May 18
Date



SCHEDULE 1

SCHEDULE OF DUTIES

- 1.1 Heads of School are responsible for the effective management of the School and the efficient implementation of current University policies. They are required to carry out those responsibilities in a manner consistent with the Strategic Plan and values of the University.
- 1.2 Heads of School are expected to provide academic leadership, in conjunction with the Professors and other senior academics in the School. They will maintain and protect academic freedom and ensure that staff have the opportunity to be involved in decision making that affects them and their School.
- 1.3 Heads of School have particular responsibility for: the development and implementation of the School's strategic plan; the management of staff in accordance with the University's human resources policies and procedures; the management and planning of programmes of teaching and research; the management of the School's budget, financial and physical resources; the management of the School's key external relationships.
- 1.4 Heads of School will be members of the relevant Faculty and/or PVC management teams. They are expected to keep abreast of developments in the tertiary sector, to contribute to the wider management and academic planning of the University, and to participate in the formulation and implementation of policy.
- 1.5 Heads of School have the right, and may be expected, to undertake research and teaching. They retain the right, subject to the policies of the University, to undertake a limited amount of professional practice, consultancy and public service. The extent of these academic activities will be limited by the staff member's duties as Head of School.



SCHEDULE 2**1. SALARY SCALES AND RANGES****1.1: ACADEMIC STAFF (bars indicated by underlines)****Senior Lecturer**

Step	From 1.02.17	From 1.02.18
SL1	\$93,808	\$95,058
SL2	\$97,071	\$98,321
SL3	\$100,338	\$101,592
SL4	\$103,604	\$104,899
SL5	\$106,870	\$108,206
SL6	\$110,955	\$112,342
SL7	\$114,220	\$115,648
SL8	\$117,487	\$118,956

Reader / Associate Professor

Step	From 1.02.17	From 1.02.18
R/AP1	\$121,569	\$123,089
R/AP2	\$124,836	\$126,396
R/AP3	\$128,106	\$129,707
R/AP4	\$131,369	\$133,011

Professor

From 1.02.17	From 1.02.18
\$137,901	\$139,625
to	to
\$170,620	\$172,753

The above rates of remuneration will be adjusted by the agreed increase applied to the Academic Staff Collective Agreement in 2019, backdated to 1 February 2019.



1.2 HEAD OF SCHOOL PAYMENT

PAYMENT RANGE	TOTAL REMUNERATION
\$13,000 to \$34,000 p.a ¹ (to be reviewed on anniversary of appointment to Head of School)	Substantive Salary + Head of School Payment (both fully superable)

- ¹ Determined by the Pro-Vice Chancellor on the basis of the size of the School, including associated units such as research centres or institutes which report to the Head of School (as measured by the operating expenditure budget); complexity; and any other relevant factors. In addition, the performance of the Head of School in that role during the previous year will be considered in the annual review of the Head of School Payment.

2 VARIABLE SUPPLEMENTARY PAYMENTS

- 2.1 The Employer may award to individual employees in the grades of Professor, Associate Professor/Reader, Senior Lecturer, Lecturer, a non-superable (except in relation to Kiwisaver in which case the payment will be superable) payment additional to the approved salary for reasons of:

- (a) recruitment or retention;
- (b) recognition of special achievements in teaching and/or research [up to 10% of current salary]
- (c) recognition of special administrative responsibilities [up to 10% of current salary]

provided that the aggregate of (b) and (c) shall not exceed 15% of the employee's current salary, and provided that not more than half of the total available for [b] and [c] may be spent on either of those options.

- 2.2 The above supplements shall be payable for the following periods:

- (a) in respect of 2.1(a) for a period not exceeding 3 years, provided that the Employer may, prior to its expiry, extend the provision of a supplement for another period of up to 3 years;
- (b) in respect of 2.1(b) for a period of one year. Whereas the University shall determine its own evaluation process, the assessments of eligibility for special achievements payments shall be made annually *de novo* in each individual case; the payment is not to be regarded as a continuing entitlement and the granting of it in any one year is not to be included in the criteria governing any subsequent evaluation;
- (c) in respect of 2.1(c) for the period during which the employee continues to assume the special responsibilities.

- 2.3 The aggregate of all salary supplements paid in accordance with these guidelines shall not exceed during any one financial year 3% of the total salaries payable to eligible employees.

A handwritten signature in blue ink, consisting of a stylized letter 'A' followed by a long, sweeping horizontal stroke.

SCHEDULE 3

PROMOTION PROCESS FOR HEADS OF SCHOOL

1. CRITERIA

- 1.1 The objective of this process is to ensure that Heads of Schools have the opportunity to be promoted during their term as Head of School on the basis of their academic and management performance.
- 1.2 The emphasis of the case for promotion will be on the performance of management responsibilities (3.1 – 3.9.1), although performance in research and, where applicable, in learning and teaching, external engagement and hautūtanga/leadership will also be taken into account.
- 1.3 All promotion applications under this process will be assessed by the Pro Vice-Chancellor's Committee (including minor promotions).
- 1.4 Alternatively, Heads of Schools may apply for promotion under the Academic Promotion Criteria in the Academic Staff Collective Agreement and as outlined below.

2. THE VICTORIA ACADEMIC CAREER FRAMEWORK AND PROMOTIONS CRITERIA

Academic careers at Victoria are based on four pillars or standards. These standards inform the criteria for promotion from one salary scale to the next (i.e. from Lecturer to Senior Lecturer and from Senior Lecturer to Associate Professor) and the criteria for promotion over salary bars within each salary scale (i.e. over the Lecturer 05, Senior Lecturer 04 and 06 bars and the bars within the Associate Professor scale).

The descriptions of the Victoria Standards that underpin academic careers at this university are:

Ako/Learning and Teaching

Teaching and educational activities informed by university values and enriched by research and scholarship that make a substantial contribution to the quality of student learning and the student experience.

Rangahau/Research

Excellent research (including creative works or performance) that has national and international significance and impact; and broad-based contributions to the advancement of disciplines and fields of study.

Ruawhetu/External Engagement

Engagement with government, business, professional and community organisations or major contributions to mutually beneficial and sustainable relationships, underpinned by research and scholarship.



Hautūtanga¹/Leadership

Hautūtanga/Leadership that creates opportunities for positive development, growth and sustainability within academic units and across the University.

Expectations of individual staff in relation to these standards depends on their career stage and a range of indicators for each standard may provide evidence of performance in relation to that standard. It is not expected that individual academic staff address all indicators for each standard as it is acknowledged that as well as career stage, the diversity of academic career pathways and differences between disciplines and fields of study will influence which indicators may be relevant.

2.1 CAREER STAGE EXPECTATIONS AND CRITERIA FOR PROMOTION

The Victoria Academic Career Framework sets out broad expectations of staff in relation to career stage as follows:

- At Lecturer level the expectation is of effective academic performance signifying that the individual is progressing towards the Victoria Standard.
- At Senior Lecturer level the expectation is of meritorious performance that denotes the individual is approaching the Victoria Standard.
- At Associate Professor level the expectation is of a high standard of academic performance and achievements recognised as distinguished by national and international standards that signify the individual is meeting the Victoria Standard.

The above expectations inform the criteria for all major and minor promotions affecting staff appointed at Lecturer, Senior Lecturer and Associate Professor.

2.2 MAJOR PROMOTIONS

2.2.1 Advancement beyond the First Senior Lecturer Bar

Promotion beyond the first Senior Lecturer bar recognises a consolidation of research against a background of sustained good teaching practice. At this level, candidates for advancement will be expected to provide evidence of a well-established research agenda. Evidence will also be required of meritorious teaching, including, where possible, the supervision of postgraduate students prior to becoming and or/while a Head of School.

Candidates for promotion will be expected to be actively contributing to leadership and external engagement in ways that align to their research, professional or disciplinary expertise taking into consideration the management commitments of the Head of School.

2.2.2 Candidates will be able to demonstrate good performance in all management areas (refer to Management Criteria), and performance to an exceptional level in a minimum of three of the following areas:

- Provides a strategic focus
- Understands and implements Treaty of Waitangi responsibilities
- Effectively manages academic matters
- Manages and develops people
- Manages finances effectively

¹Leadership in a wider sense i.e. meaning to step up and contribute to the achievement of a common goal through providing, knowledge, information or method and influencing others as part of that process.
c.f. Hautūtanga – meaning to lead where the nature of that leadership is primarily based on the activities and actions that the person is undertaking.



Understands and manages equity responsibilities
Builds effective working relationships internally and externally

2.2.3 Promotion to Associate Professor

An Associate Professor holds a special position which constitutes a recognition of high standing and distinction in the academic community, as judged by international standards. Promotion will be based on evidence of a sustained and high quality research record and demonstrable examples of the candidate's ability for leadership in their discipline taking into consideration the management commitments of the Head of School.

In all cases a very high standard of research, and if teaching is included in the case for promotion, at least a high standard of teaching is required, including, where possible, supervision of postgraduate students. If, however, a candidate's teaching performance is of an especially high quality, a somewhat lower (but still high) standing in research will be accepted.

Candidates for promotion will be expected to be making substantial contributions to leadership and external engagement in ways that align to their research, professional or disciplinary expertise taking into account the management commitments of the Head of School.

2.2.4 Candidates will be able to demonstrate good performance in all management areas (refer to Management Criteria), and performance to an exceptional level in a minimum of three of the following areas:

Provides a strategic focus
Understands and implements Treaty of Waitangi responsibilities
Effectively manages academic matters
Manages and develops people
Manages finances effectively
Understands and manages equity responsibilities
Builds effective working relationships internally and externally

Reference will normally be made to three authorities outside the University chosen by the University according to the procedures set out in the application materials.

2.3 MINOR PROMOTIONS

2.3.2 Advancement from SL6 to SL7

Advancement from SL6 to SL7 will be based on evidence of continuing meritorious achievement in the fields of activity designated in the criteria for promotion over the first Senior Lecturer bar. Such advancement will normally not occur prior to completion of at least one year's service at SL6. The evaluation and assessment of this evidence will take into consideration the management commitments of the Head of School.

2.3.3 Candidates will be able to demonstrate good performance in all management areas (refer to Management Criteria), and performance to an exceptional level in a minimum of two of the following areas:

Provides a strategic focus
Understands and implements Treaty of Waitangi responsibilities
Effectively manages academic matters
Manages and develops people

Manages finances effectively
Understands and manages equity responsibilities
Builds effective working relationships internally and externally

2.3.4 Advancement to a higher point in the Associate Professor Range

Advancement to a higher point in the range will be based on evidence of continuing high achievement in the fields of activity designated in the criteria for promotion to Associate Professor. Advancement will not normally occur prior to completion of at least two years' service on the current point in the range. (This does not imply that a member of staff must serve on each point in a range before being considered for promotion to a higher grade.) A Head of School who applies for advancement in the Associate Professor range will provide evidence of continuing achievement in research and leadership in their discipline. The evaluation and assessment of this evidence will take into consideration the management commitments of the Head of School. If teaching is included in the case for promotion, at least a high standard of teaching is required, including, where possible, supervision of postgraduate students.

2.3.5 Candidates will be able to demonstrate good performance in all management areas (refer to Management Criteria), and performance to an exceptional level in a minimum of two of the following areas:

Provides a strategic focus
Understands and implements Treaty of Waitangi responsibilities
Effectively manages academic matters
Manages and develops people
Manages finances effectively
Understands and manages equity responsibilities
Builds effective working relationships internally and externally

2.4 Accelerated Increments

Members of staff who are two or more steps below the top of their salary scale may, in cases of exceptional merit, be granted one or more accelerated increments. (This does not imply that a member of staff cannot be promoted to a higher salary scale until s/he has reached the top of her/his present salary scale, but such promotion is uncommon.) Details and strong reasons are required to be given in support of a recommendation for accelerated increments.

2.5 Minimum period of appointment prior to promotion

At the time of an application for promotion, candidates will need to have been in their current academic role at Victoria for a minimum of one year.

2.6 EVIDENTIAL INDICATORS FOR MEETING PROMOTION CRITERIA

The promotions criteria are aligned to the Victoria Standards. The same broad range of indicators, or relevant examples, are used to provide evidence of meeting the criteria for a particular level of promotion. See 2.6.1 – 2.6.4 below:

2.6.1 Ako/Learning and Teaching

Evidence of meeting the promotion criteria for learning and teaching, includes the following:

- Exercising leadership in teaching, and assessment practices that engage and motivate students.

- Leading innovations in teaching, and assessment and demonstrating digital fluency.
- Maintaining a high standard of teaching, as evidenced by peer and student feedback.
- Engaging in regular professional development that leads to enhanced teaching practice and, where relevant, inclusion of practitioner perspectives.
- Reviewing and re-designing programmes and courses including e-Learning and online development.
- Incorporating new research into existing and/or new courses to ensure continuing relevance to the discipline and to the current and future needs of society.
- Actively contributing to curriculum development that promotes the discipline and makes it attractive to students.
- Incorporating mātauranga Māori in teaching.
- Developing and/or promoting initiatives to advance equity and support student diversity with particular reference to Māori and Pasifika students.
- Attracting and successfully supervising postgraduate students to completion.
- Attracting funding for learning and teaching initiatives.
- Gaining awards, prizes and other recognition for teaching excellence.

2.6.2 Rangahau/Research

Evidence of meeting promotion criteria for research includes the following:

- Exercising leadership and entrepreneurship in research to cultivate intellectual, social, cultural and creative capital.
- Maintaining a productive research agenda with research outputs such as the following:
 - Books; book chapters; journal articles; refereed reviews; published conference papers (refereed); intellectual property; published software; major creative works; other forms of published output.
- Broadly disseminating research and scholarship to positively influence culture and society
- Demonstrating multiple indicators of the impact and significance of research outputs (e.g. citations, invitations to major academic conferences, positive reviews of publications, etc.).
- Leading and/or collaborating in research partnerships founded on mutual benefit and co-creation of research goals.
- Positively contributing to multi-disciplinarity (e.g. through participation in the multi-disciplinary academic themes, leading or participating in research teams).
- Leading innovations in research (e.g. through the effective use of digital research tools; engaging in translational research activities).
- Engaging with Te Tiriti o Waitangi, mātauranga Māori and te reo Māori in research.
- Attracting and successfully supervising postgraduate students to completion.
- Attracting internal and external research income.
- Gaining awards, prizes and other recognition for research excellence.



2.6.3 Ruawhetu/External Engagement

Evidence of meeting the promotion criteria for external engagement includes the following:

- Actively engaging with industry, professions, government or diverse communities with mutually beneficial outcomes (e.g. generating consultancies, making submissions, engaging with legislators, attracting research or philanthropic funding).
- Actively engaging with disciplinary or professional communities (e.g. editing an academic or professional journal, refereeing articles and books, influential roles within scholarly societies or professional organisations).
- Engaging in activities that align to research or disciplinary expertise and which enhance institutional reputation.
- Engaging with external users of research to support research activities.
- Developing community, industry or cultural partnerships to facilitate experiential learning, student placements and career opportunities.
- Successfully partnering with Māori or Pasifika organisations to create opportunities for students.
- Significantly contributing to civic enquiries and/or expert panels (e.g. serving on commissions of enquiry).
- Establishing a media profile as an expert in the discipline (e.g. invited public addresses, invited opinion pieces, media commentary).

2.6.4 Hautūtanga/Leadership

Evidence of meeting promotion criteria for leadership includes the following:

- Actively contributing to the vision and goals of the University in a manner that is consistent with the University values (e.g. modelling of University values through everyday behaviour and conduct, promoting diversity and cultural awareness in the University).
- Actively contributing to Te Tiriti o Waitangi obligations, te reo and bicultural awareness.
- Actively supporting increased participation and success of Māori, Pasifika, international staff and students, people with disabilities and other equity groups.
- Consistently providing hautūtanga/ leadership through service contributions to the University that capitalise on experience and expertise (e.g. positive and collaborative behaviour in leadership roles).
- Consistently providing hautūtanga/ leadership by undertaking service roles at different levels that advance the work of the School, Faculty and wider University (e.g. active membership of and positive contribution to committees).
- Facilitating the administrative work of the University through collegial interactions with academic and professional staff.
- Enhancing the student experience through engaging with students, and supporting and encouraging their learning and academic development.
- Actively contributing to a university culture that values high achievement by staff and students through academic excellence (e.g. mentoring and development of early-career colleagues).

3. MANAGEMENT CRITERIA

The profile of management skills for a Head of School are as follows:

3.1 Understands the Victoria environment

- Understands Victoria culture, environment (e.g. statutory basis) and business (both academic and administrative)
- Understands the wider tertiary environment and its impact on Victoria
- Understands the role of HoS and how it fits within Victoria
- Understands the role of CSUs and how they fit within Victoria

3.1.1 Examples of understanding the VUW environment may include:

- Contributions to university and tertiary sector policy development
- Contribution to/convenership of faculty, university or tertiary sector committees/working parties.

3.2 Provides strategic focus

- Translates Victoria's vision into daily activities
- Thinks ahead and sees implications of plans, actions and decisions
- Translates Victoria's strategic thinking into plans and delivers on plans
- Develops a strategy for the School that is consistent with overall Victoria direction
- Identifies, analyses and manages risk
- Identifies and pursues strategic possibilities – converts to appropriate business opportunities

3.2.1 Examples of providing strategic focus may include:

- Contributions of the School that meet the University's strategic goals
- Implementation of school plans that meet the strategic goals of the School/University
- Identification and effective management of risk
- Development and implementation of school policies and practices that address strategic goals, the University's Charter, or the University's vision and values.

3.3 Understands and implements Treaty of Waitangi responsibilities

- Understands and demonstrates commitment to obligations under the Treaty
- Promotes principles within the School
- Ensures obligations and principles are integrated into strategic and operational work

3.3.1 Examples of understanding and implementing the Treaty of Waitangi responsibilities may include:

- Implementation of strategies within the School that contribute to meeting the University's Treaty obligations
- Promotion of Treaty principles in the School/University
- Use of te reo and implementation of tikanga māori in the School.

3.4 Effectively manages academic matters

- Understands and implements academic statutes and policies



- Creates an environment within the school that supports and promotes teaching, scholarship and research
- Ensures a focus on students is maintained in the school

3.4.1 Examples of effectively managing academic matters may include:

- Development and implementation of new academic programs or restructuring of existing programs
- Effective liaison with students (undergraduate and/or graduate) in the School and alumni
- Support mechanisms for research and scholarship in the School
- Contributions to School success in research e.g. membership of research consortia, success in external research funding, collaborations with other schools and/or institutions
- Fosters creative and innovative approaches to teaching practice
- Facilitates the development of staff in teaching and research
- Implementation of policies and practices that create a student focused environment within the School

3.5 Manages and develops people

- Understands and implements HR processes and policies
- Uses a variety of management strategies that recognise the unique Victoria culture
- Develops people both professionally and personally and acts as a coach /mentor
- Acts in an open and consultative way and is accessible to staff
- Communicates effectively in different contexts
- Manages performance and accountability

3.5.1 Examples of managing and developing people may include:

- Positive feedback from staff on support and career development
- Effective working relationship with HR staff
- Provision of development opportunities for staff
- Establishment and maintenance of open and effective communications through, for example, newsletters, meetings, management structures
- Effective management of employment and change management processes
- Effective management of staff workloads

3.6 Manages finances effectively

- Prepares and monitors budgets according to Victoria processes
- Understands the long term cost implications of budget decisions
- Understands how the School budget fits into Victoria budget
- Understands financial concepts and processes

3.6.1 Examples of managing finances effectively may include:

- Analysis of future revenue and expenditure trends
- Generation of new income streams
- Favourable budget outcomes
- Mechanisms for accurately monitoring the budget of the School
- Implementation of School practices that adhere to financial policies, processes and guidelines



- Manages and deploys financial resources to advance the strategic objectives of the school
- 3.7 Understands and manages equity responsibilities
- Understands equity issues and ensures that they are reflected in school strategy, policy and processes
 - Recognises and values the differences in staff and harnesses their strengths
 - Ensures strategies are in place to manage equity issues
- 3.7.1 Examples of understanding and managing equity responsibilities may include:
- Contribution to equity goals through school strategies, policies and processes
 - Feedback from staff that the working environment supports the full contribution of all staff
- 3.8 Builds effective working relationships internally and externally
- Builds relationships in a variety of contexts and across Victoria
 - Builds and maintains key external stakeholder relationships
 - Manages media to get a positive outcome
 - Promotes professional image externally
- 3.8.1 Examples of building effective working relationships internally and externally may include:
- Effective working relationships with colleagues within and outside the School that have positive outcomes
 - Effective stakeholder/professional relationships
 - Positive media coverage of School activity
 - Excellent external academic/professional reputation of the School
 - Implementation of relationship management plan in the School.
- 3.9 Achieves Results
- Solves problems effectively
 - Thinks and acts innovatively
 - Uses good judgment
 - Negotiates appropriate outcomes for Victoria
 - Effectively prioritises and delegates to ensure outcomes are achieved
 - Makes effective decisions
 - Uses technology effectively as a tool to achieve results
- 3.9.1 Examples of achieving results may include:
- Effective problem-solving
 - Successful innovations
 - Effective negotiation on behalf of the School/University
 - Effective use of technology

SCHEDULE 4

ACADEMIC LEAVE

1. GENERAL

1.1 The following forms of academic leave are available to employees:

RESEARCH AND STUDY LEAVE (see 2 below). This is leave from teaching and administrative duties to undertake a sustained period of research. Applications are called for annually in May for programmes beginning no earlier than the following November.

OVERSEAS CONFERENCE LEAVE (see 3 below). This is leave to attend an overseas conference and may include a short research period. Applications for the first half of the year are required in the previous September. Applications for the second half of the year are required in March.

WORK-RELATED TRAVEL (see 4 below). This form of leave is for other kinds of work-related travel. Applications may be made at any time.

OTHER ACADEMIC LEAVE (see 5 below).

NEW ZEALAND CONFERENCE LEAVE (see 6 below). This is leave to attend a New Zealand conference but may be used to help fund attendance at an overseas conference. Applications may be made at any time.

EXCHANGE LEAVE (see 7 below). This allows for an exchange of positions with a staff member at another university. Applications may be made at any time.

1.2 Other types of leave are discussed in separate entries.

1.3 The provision of academic leave is at the discretion of the University. It is an opportunity extended to academic staff members to assist them to maintain and develop their research and teaching, and thus to further the basic purposes for which the University is constituted.

1.4 By providing and administering an academic leave scheme, the University strongly maintains that it is generally necessary for academic staff members to take academic leave from time to time in order for them to fulfil their professional responsibilities. It therefore encourages staff members to plan for academic leave in consultation with their schools. The general principles governing the granting of leave are as follows:

1. That satisfactory arrangements can be made by schools, and the University generally, for maintaining teaching and administrative functions during the absences of staff members, **and**
2. That the period of leave will enable staff members significantly to further their research and teaching.

1.5 In maintaining and administering an academic leave scheme, the University recognises the need to balance two financial pressures:

1. The desire to ensure that academic leave is as frequently and uniformly available as possible; **and**
2. The desire to provide financial support for travel and living costs.

The assistance provided does not necessarily cover actual expenses but is intended to make a contribution to the applicant's own expenses. The travel and sustenance allowance does not take account of the costs of members of families who may accompany the applicant on leave. **A schedule of allowances follows this entry on academic leave.**

1.6 The Pro Vice-Chancellor retains a discretion concerning the timing and conditions of academic leave at variance with these conditions in special cases, and is governed by the best interests of the University in the exercise of this discretion.

1.7 All applications for leave must be discussed with the Head of School (or, where the applicant is the Head, by an appropriate and experienced member of staff). The Faculty Leave Committee requires the Head of School to comment on the relevance of the leave programme to the research and teaching activities of the staff member and on the effect of the proposed leave on teaching and other responsibilities of the school or faculty.

1.8 Staff members are invited to discuss their academic leave proposals with one of the members of the Faculty Leave Committee.

1.9 The Regulations are written with full-time academic staff in view. The following notes apply to 1) permanent part-time academic staff, 2) staff on limited-term contracts, 3) research fellows.

1. Permanent part-time staff in academic positions normally carrying eligibility for Research and Study Leave are eligible to apply for any period of such leave under a) or b) below, at their discretion. They may either:
 - a) take leave as frequently as full-time staff, but with the appropriate fraction of the financial grant; or
 - b) take leave less frequently but with the full financial grant.
2. Staff on limited-term contracts are eligible for Research and Study Leave at a convenient time in the fourth year of the appointment.

2. RESEARCH AND STUDY LEAVE

2.1 RESEARCH AND STUDY LEAVE PROGRAMME

- a) Staff are required to present a coherent and academically suitable research and study programme. This may include research for a higher degree or enrolment in any approved programme of study. The application should specify objectives, how and where they are to be achieved and the likely outcomes in terms of professional development, publication or its equivalent.

- b) In assessing the application, the Faculty Leave Committee will pay particular attention to:
 - a) The applicant's research record;
 - b) The applicant's teaching responsibilities;
 - c) The departmental assessment of the merit and practicability of the programme;
 - d) The appropriateness of the proposed places of work; and
 - e) The applicant's access to these places and to research materials.
- c) Details concerning application for or acceptance of paid engagements or supplementary grants such as fellowships should be included.

2.2 ELIGIBILITY FOR RESEARCH AND STUDY LEAVE

- 1 Research and Study Leave is provided for academic staff of the grade of lecturer and above. Eligibility is **not an automatic entitlement**.
- 2 Minimum and maximum eligibility

Leave eligibility is two months per year of service. The minimum period of service for eligibility for Research and Study Leave is two years. The maximum is six years.
- 3 For the purposes of Research and Study Leave, no credit for leave will be granted beyond the maximum period of accumulation.
- 4 Credit for **part-years of service** will be calculated proportionally.
- 5 Often, for school or personal reasons, leaves shorter than the maximum accumulation are taken. The period is, in the first place, a matter for arrangement between the staff member and the school. The Faculty Leave Committee exercises a monitoring role to see that the interests of both are fairly balanced.
- 6 Timing of Research and Study Leave is governed by the following principles:
 - a) The timing is entirely within the discretion of the University. In practice special consideration is given to **both** the teaching and administrative needs of the school **and** the needs of staff to link their leave arrangements to conferences, patterns of academic activity in the places where the leave is to be taken, and appropriate times for field research.
 - b) **Inclusion of December and January:** Staff are expected to make the maximum possible use of non-teaching time for leave. Consequently, except for staff for whom it is a teaching period, leaves should normally include the months of December and January.
 - c) The Faculty Leave Committee normally recommends approval of a leave for one semester (i.e. December to mid-year or mid-year to

- January) after three years service if it is satisfied that teaching and administrative arrangements can be fully and equitably maintained.
- d) Staff are expected to organise their leave so that it will start and finish at a break in the academic year unless there are strong reasons why this should not be so.
 - e) The figures for length of leave include the weekends, public holidays and periods when classes are not being taught.
- 7 Unused Eligibility for Leave is carried forward. For example, a staff member with ten months eligibility who takes six months leave instead of ten (with corresponding reduction in grant) retains four months of eligibility and begins to generate further eligibility from the date of return from leave (see 2.3.3 below).
- 8 Fresh Eligibility for Leave is governed by the following principles:
- a) Staff begin to accumulate fresh eligibility from the date of their return from leave, subject to paragraph b).
 - b) If a satisfactory leave report is not received within three months of return from leave, the Faculty Leave Committee may decline to allow eligibility for any form of academic leave to generate during the period from the end of the three months to the time when a report has been received and approved.
 - c) Staff members returning from a period of research leave will be expected to serve for another two years before undertaking a further period of research leave.
- 9 Prior Service Elsewhere
- a) The Faculty Leave Committee may give to a person who immediately prior to their appointment to the academic staff of this University was a full-time member of the academic staff of the grade of lecturer or above at an Australian or another New Zealand university full or part credit for their service at that university, provided that a minimum period of two years service is given to this University before leave is taken. The credit given will not exceed six months eligibility.
- 10 Prior Service as an Assistant Lecturer
- a) The Leave Committee may give credit of up to four months of eligibility on account of immediate prior service as an assistant lecturer or the equivalent (e.g. senior tutor at an Australian University) in any New Zealand or Australian university, provided that a minimum period of two years service is given to this University before leave is taken.
 - b) As a normal rule, an applicant will be granted credit for a period of half of the length of service as an assistant lecturer.

11 Eligibility and Leave Without Pay

Unless there are exceptional circumstances such as Parental Leave (see below, 2.2.13), a period of leave without pay will not count towards eligibility. Staff members returning from leave without pay will not normally be eligible to take up research and study leave before the appropriate period of time, as set out below, has elapsed:

For leave without pay of 3 to 6 months:	1 year
For leave without pay of more than 6 months	2 years

12 Eligibility and Parental Leave

Staff members taking Parental Leave of up to one year continue to accumulate eligibility for Research and Study Leave, but are expected to have served at least a period equal to the period of Parental Leave without pay before commencing Research and Study Leave.

2.3 FINANCING OF RESEARCH AND STUDY LEAVE

1. Leave is granted with full pay. When travel is involved, a travel and sustenance allowance may be paid for some or all of the leave period.
2. **Time spent in NZ:** Where part or all of the leave is spent in New Zealand, an expense allowance may be paid in accordance with the following procedures:
 - a)
 - i) When part of the leave period is spent overseas, that part entitles the applicant to that fraction of the maximum allowance. The remainder of the leave spent in New Zealand entitles the applicant to one quarter of the remaining fraction of the maximum allowance. The grant will not be less than the conference leave grant to the same destination.
 - ii) If a staff member opts to take advantage of an increased grant available under 2.3.3c below, any increased grant is deemed to be for overseas expenses and so given in full.
 - b) When all or part of the leave period spent in New Zealand involves travel, an allowance may be paid depending on the circumstances of the individual case.
3. Part or full allowance
 - a) Staff taking a proportion of the full time they are eligible for may take the same proportion of their financial eligibility, or a proportion between that and the maximum.
 - b) Time and financial eligibility carried forward will equal to the unused financial eligibility.
 - c) Staff taking less than the full time they are eligible for will be asked to nominate what proportion of the financial eligibility they wish to use.



For example: a staff member with ten months eligibility who takes six months leave instead of ten may opt to take between 60% and 100% of financial eligibility. If 80% is taken, (i.e. the equivalent of eight months eligibility) two months of eligibility (for both time and money) is carried forward.

4. Employment while on leave
 - a) The Committee does not approve applicants for Research and Study Leave to be spent entirely in a (non-research) temporary appointment, but it may approve a programme in which not more than half the period of leave will be spent in appropriate salaried employment.
 - b) Where persons applying for leave have a right of professional practice, leave is granted on condition that the applicants will not, during the period of leave, devote more time to professional practice than they would have been entitled to do if they were not on leave.
5. Refunds on resignation or retirement

The Vice-Chancellor normally requires members of staff who have been on leave to refund the travel and sustenance grant paid, in whole or in part, if they do not return from leave and serve the University for one year.

2.4 APPLICATION FOR RESEARCH AND STUDY LEAVE

1. All **applications** for Research and Study Leave are to be made to the Faculty Leave Committee on the special **form** obtainable from the Faculty Leave Committee Administrator or the School Administration Assistant.
2. Applications are called for annually in May for programmes beginning no earlier than the following November. Late applications will not normally be accepted.
3. Change of programme must be notified to the Faculty Leave Committee, following the procedures below:
 - a) Before the start of leave. If a staff member wishes to make a change to an already approved leave programme, further approval must be obtained from the Faculty Leave Committee.
 - b) After the start of leave. Changes must be reported to the Committee as soon as possible after they are contemplated. This may entail an obligation to repay part of the travel and sustenance grant advanced to the staff member before the leave commenced.
4. Notice of resignation before the start of Leave: If a staff member gives notice of their resignation before the start of an approved leave programme, the relevant Pro Vice-Chancellor may review the staff member's leave programme. The review will take into account what benefits, if any, the Pro Vice-Chancellor considers that the University may derive from the staff member taking the leave, and what arrangements could be made to secure

those benefits. Possible outcomes of the review may include revocation of all or part of the approved leave programme.

2.5 RETURN FROM LEAVE

Leave Report: The member of staff shall make a general report to the Faculty Leave Committee, not later than **three months** after return from leave, setting out the way in which the leave was spent. Upon approval, the report becomes a public document. Fresh leave eligibility may not begin to accumulate if a satisfactory leave report is not received within three months of return from leave. (see 2.2.8b).

2.6 SELECTION PRIORITIES

1. Total funds available for leave may not allow the Faculty Leave Committee to recommend approval of all the leave applications that otherwise would be approved. In such a situation the Committee recommends approval of applications first on the basis of the quality of the application and on the applicant's research record. The Committee may also rank applications according to the following priorities:
 - a) First priority is given to applications of staff members who are applying for their first Research and Study Leave in terms of their appointment at this University and who will have accumulated the maximum eligibility of 12 months at the time of their intended departure for leave.
 - b) Second priority is given to applications of staff members who are applying for their second or subsequent Research and Study Leave in the terms of their appointment at this University and who will have accumulated the maximum eligibility of 12 months at the time of their intended departure of leave; and
 - c) Thereafter as many applicants are selected for approval as the available funds allow. In selecting applicants the main consideration will be the judgement of the Leave Committee as to the strength of the applications in terms of the extent to which the leave period will enable the staff members to further their teaching and research. Other factors which are taken favourably into account include (not in any order of priority):
 - i) The fact that a staff member is making their first application for Research and Study Leave in terms of their appointment at this University, especially if the staff member has had no previous opportunity of academic experience outside New Zealand.
 - ii) The fact that this is the last leave available to the staff member before retirement; and
 - iii) The fact that the proposed timing is particularly appropriate, for instance, because the staff member has obtained a prestigious fellowship or award.
2. Applicants refused leave at the normal time of consideration in June because of lack of funds are, if they so desire, given renewed consideration should further funds become available by November in the year of application.

3. Staff members whose leave applications are declined in terms of this selection procedure may apply in any subsequent year but their applications will not be given any special priority.
4. In special circumstances, and on renewed application, an applicant who would otherwise have had the leave programme approved but for the restriction on available funds may be granted a leave approval without payment of any allowance. Research and Study Leave taken under such an approval will count in the same way as financially-supported Research and Study Leave with respect to eligibility for future Research and Study Leave.

3. OVERSEAS CONFERENCE LEAVE

3.1 GENERAL

1. Overseas Conference Leave gives academic staff members of the grade of lecturer and above the opportunity to attend academic conferences outside New Zealand, at any time that is consistent with their other responsibilities.
2. The normal maximum period of leave for attendance at an Australian conference is 14 days, and for conferences beyond Australia 25 days.
3. If the applicant submits an appropriate study and/or research programme to be pursued in addition to attendance at any conference, the Faculty Leave Committee will consider extending the total period to 42 days.
4. Overseas Conference Leave is normally given with full pay.
5. Overseas Conference Leave may be given with or without funding.
6. Overseas Conference Leave without funding does not affect eligibility for funded conference leave.

3.2 OVERSEAS CONFERENCE LEAVE WITH FUNDING

1. General
 - a) An allowance for travel costs, a *per diem* allowance and an amount to meet part of the conference fee may be paid, up to the maximum in the Schedule of Allowances.
 - b) Underlying these regulations is the notion that funding for an Overseas Conference Leave is based on three years service. However, the University wishes to give staff the freedom to plan their attendance at conferences for maximum professional advantage. It therefore allows for funding to be given on the basis of single years of service up to the maximum of three years' service.
 - c) Eligibility for funded Overseas Conference Leave is calculated in calendar years following a funded Overseas Conference Leave. For example, a staff member who takes a funded Overseas Conference Leave at any time in the year 2000 is deemed to have one year of eligibility from 1 January 2001. The

staff member reaches maximum eligibility on 1 January 2003, if no further funded Overseas Conference Leave is taken in the meantime.

- d) Staff appointed to permanent positions or to limited-term contracts for a period of at least three years are deemed to have maximum eligibility at the time of their appointment.
- e) Internally-funded Research Fellows are deemed to have maximum eligibility on the basis of an appointment for two years.
- f) Staff who meet the above criteria may take Overseas Conference Leave while on Parental Leave.

2. Conditions for approval

- i). The Committee will normally recommend approval for Overseas Conference Leave with a travel and sustenance allowance if at least one of the following apply:
 - a) The staff member is giving a paper or making an equivalent substantial contribution to the work of the conference;
 - b) The staff member holds office at top level in the organisation promoting the conference;
 - c) The staff member is applying for her or his first Overseas Conference Leave at this University. (A staff member on a limited-term appointment may not normally make use of this provision.)
- ii) In considering applications from Internally-funded Research Fellows, the Faculty Leave Committee pays particular attention to the relevance of the conference to the Fellow's current research and expects that the Fellow's contribution to the Conference will arise directly from that current research.
- iii) In addition the Committee considers the number of persons applying for leave to attend the particular conference, the publications and research record of the applicants, and the financial outlay involved.

3. Funding of Overseas Conference Leave

- i) Allowance
 - a) Staff who have one year of eligibility may take up to one third of the maximum grant; staff who have two years of eligibility may take up to two thirds of the maximum grant (calculations will be made in terms of whole years).
 - b) Staff may opt to use either one or two years less than their full eligibility, with corresponding grant, and so retain some eligibility. For example, a staff member with maximum eligibility (three years), may use one third of her or his eligibility, say for a conference in Australia, and retain two years of eligibility. If that staff member does not use

the remaining eligibility for another funded Overseas Conference Leave in the same year, she or he returns to maximum eligibility on 1 January of the following year.

- ii) Financial assistance from elsewhere
 - a) Any financial assistance received towards the Overseas Conference and/or research activities undertaken during the leave should be reported to the Faculty Leave Committee.
 - b) Such assistance does not affect the allowance provided the total amount received does not exceed the total expenses incurred (travel, accommodation, conference fee and other relevant expenses including those related to research activities).
 - c) Where the total amount received exceeds total expenses, the Faculty Leave Committee allowance will be reduced accordingly.

3.3 ADDITIONAL FUNDS BY EXCHANGE OF ELIGIBILITY AND/OR USE OF NEW ZEALAND CONFERENCE LEAVE FUNDING

- 1. A person wishing to attend an overseas conference and requiring additional funds may be permitted to:
 - i) exchange a maximum of two months accumulated eligibility from their research and study leave eligibility in return for the equivalent grant;
 - ii) use New Zealand Conference Leave eligibility.
- 2. Permission to exchange eligibility under 3.3.1 will not be granted if the total grant exceeds total expenses.

3.4 ALTERNATIVE FUNDING

- 1. A staff member may fund an overseas conference without the use of their Overseas Conference Leave entitlement in one or both of the following ways:
 - a) Exchange of a maximum of two months accumulated eligibility from their research and study leave eligibility in return for the equivalent grant.
 - b) Exchange of New Zealand conference leave eligibility. See 6.1.6 below.

3.5 APPLICATIONS

- 1. The procedures for applying for Overseas Conference Leave are as follows:
 - a) Applications for Overseas Conference Leave must be submitted through Heads of Schools, and where the applicant is a Head of School through the Pro Vice-Chancellor. Application forms are available from the Leave Committee Administrator or the School Administration Assistant.
 - b) Applications for funded Overseas Conference Leave for the first half of the following year are considered at the September meeting of the

Faculty Leave Committee; applications for the second half of the year are considered at the March meeting.

- c) Applications for unfunded Overseas Conference Leave may be made at any time.

4. LEAVE WITHOUT PAY

- 4.1 All applications for Leave without Pay, where the leave is sought for activities similar to those pursued under the categories of leave within the jurisdiction of the Faculty Leave Committee, should be submitted to the Pro Vice-Chancellor.
- 4.2 Applications for leave should set out the circumstances of the leave and the academic benefits for the University.

5. OTHER ACADEMIC LEAVE

- 5.1 Absence for short periods during term on University business should be reported to the Head of School.
- 5.2 **WITHOUT FINANCIAL ASSISTANCE DURING A PERIOD WHEN CLASSES ARE NOT BEING TAUGHT**
 - 1. When a member of staff wishes to go overseas during a period when classes are not being taught which is not wholly within the period 16 December of one year and 31 January in the next year, the staff member should submit to the Faculty Leave Committee, through the Head of School, an application for leave. The application should state the programme of work proposed.
 - 2. An application for leave during a period when classes are not being taught is approved if the Head of School has advised the Leave Committee that the applicant is not required for school purposes such as examining and enrolling during the proposed period of leave.
 - 3. The Faculty Leave Committee would be most reluctant to agree that all experienced members of a school be absent from New Zealand at the same time.

5.3 FOR A PERIOD INCLUDING NOT MORE THAN ONE SEMESTER

- 1. Leave for a period, normally including not more than one semester and/or a period when classes are not being taught, may be recommended with or without pay and with or without financial assistance. When financial assistance is granted it will be on the basis of the exchange of a maximum of two months accumulated eligibility for research and study leave in return for the equivalent grant. For the purpose of this regulation the maximum accumulation is seven years service.
- 2. The Committee takes into account:
 - a) The nature of the work which the applicant proposes to undertake while on leave;
 - b) The auspices under which such work is to be carried out;



- c) The recommendation of the Head of School;
 - d) The period of service which the applicant has had with the University;
 - e) Any leave previously granted by the University to the applicant; and
 - f) The applicant's future leave plans.
3. Where such leave is granted on pay, the period of that leave may not be counted as qualifying service for research and study leave purposes.
4. Applications are submitted through the Head of School. The Head of School should comment on the academic merits of the proposal, its implications for the school and its relationship to the applicant's future leave plans. Where leave is granted, the staff member shall, on return from leave, make a brief report to the Faculty Leave Committee.

6. NEW ZEALAND CONFERENCE LEAVE

- 6.1 New Zealand Conference Leave gives academic staff members of the grade of lecturer and above, and internally-funded Research Fellows (see 6.7 below) and ELI teachers who have a minimum employment term of three years, the opportunity to attend academic conferences in New Zealand. Staff who meet the above criteria may take New Zealand Conference Leave while on Parental Leave.
- 6.2 New Zealand Conference Leave is normally granted with full pay. A travel and sustenance allowance may be paid. This allowance will include travel costs, based on discounted airfares, as appropriate. A *per diem* allowance calculated on the number of nights spent at the conference away from Wellington and the actual conference fee up to a maximum fee may be paid.
- 6.3 Staff members are generally eligible to receive financial assistance for New Zealand conference leave once every two years. More frequent approval (but in any case not more than once in each year) may be given in special circumstances, such as the giving of a paper, or holding executive office, at the conference to be attended.
- 6.4 Notwithstanding 6.4 above, staff members of the grade of lecturer or above may be eligible for financial support for one New Zealand Conference Leave in any year if they have not received in any one of the three previous calendar years financial support to attend an overseas conference.
- 6.5 Staff members may apply to attend an overseas conference using their New Zealand Conference Leave eligibility.
- 6.6 Internally-funded Research Fellows may apply for New Zealand Conference Leave more frequently than permanent academic staff. In considering applications for more frequent leave, the Faculty Leave Committee pays particular attention to the relevance of the conference to the Fellow's current research and expects that the Fellow's contribution to the Conference will arise directly from that current research.

7. ACADEMIC EXCHANGE LEAVE

- 7.1 Academic Exchange leave is an exchange between a staff member of this University and a staff member of another university or approved institution. In general terms, each person involved in the exchange undertakes the duties and responsibilities of the other during the period of the exchange.
- 7.2 Permanent academic staff members of the grade of lecturer or above may seek to negotiate an exchange arrangement within the general guidelines set out in 7.3 to 7.5 below.
- 7.3 All academic exchange programmes must have the approval of the Head of School before submission to the Faculty Leave Committee.
- 7.4 Eligibility for other forms of leave normally continues to accumulate during Academic Exchange Leave.
- 7.5 Staff taking up exchange positions may be granted the cost of the most economical airfares, up to the current maximum grant for overseas conference leave. The Committee expects that regular academic exchange programmes will be funded by the relevant school or faculty.

8. ADMINISTRATION

- 8.1 The administration of the academic leave programme is the responsibility of individual Pro Vice-Chancellors. Policies relating to academic leave are determined by the Vice-Chancellor (as Chief Executive Officer).
- 8.2 The composition of each Faculty Leave Committee is determined annually by the Pro Vice-Chancellor using a procedure which is approved by the Vice-Chancellor. A staff member nominated by the TEU is a member of each Faculty Leave Committee.
- 8.3 Faculty Leave Committees meet throughout the academic year. They make recommendations to the Pro Vice-Chancellor.
- 8.4 A staff member who wishes to appeal the decision of the Pro Vice-Chancellor in an individual case should write to the Provost.



ACADEMIC LEAVE – SCHEDULE OF ALLOWANCES

GENERAL

The allowances currently payable for the various types of academic leave available to Heads of School are as follows:

From 1 January 2018

1. RESEARCH AND STUDY LEAVE

1.1 The maximum travel and sustenance allowance is \$1,514 per month of eligibility.

2. OVERSEAS CONFERENCE LEAVE

2.1 *Per diem* allowance to applicant: \$107

2.2 Conference Fee: up to a maximum of \$680

2.3 Maximum amount payable: \$6,216

3. NEW ZEALAND CONFERENCE LEAVE

3.1 *Per diem* allowance to applicant: \$76

3.2 Conference Fee: up to a maximum of \$462

3.3 Maximum amount payable: \$1,131

4. EXCHANGE LEAVE

4.1 Maximum amount payable: \$6,216

From 1 January 2019

1. RESEARCH AND STUDY LEAVE

1.1 The maximum travel and sustenance allowance is \$1,533 per month of eligibility.

2. OVERSEAS CONFERENCE LEAVE

2.1 *Per diem* allowance to applicant: \$108

2.2 Conference Fee: up to a maximum of \$689

2.3 Maximum amount payable: \$6,294

3. NEW ZEALAND CONFERENCE LEAVE

3.1 *Per diem* allowance to applicant: \$77

3.2 Conference Fee: up to a maximum of \$468

3.3 Maximum amount payable: \$1,145

4. EXCHANGE LEAVE

4.1 Maximum amount payable: \$6,294



SCHEDULE 5

DISCIPLINE AND DISMISSAL PROCEDURES

The following procedures do not prevent the employer from summarily dismissing an employee as covered in 12.3 of the Victoria University of Wellington Head of School Collective Agreement.

The employer's Staff Conduct Policy will apply. Human Resources must be contacted if these procedures are to be implemented.

In addition to observing the principles of natural justice all disciplinary procedures will be conducted in good faith and in accordance with the following conditions :

1. The identification of alleged unacceptable performance/behaviour and the advising of same to the staff member.
2. At each step the employee must be provided with a real opportunity to be heard and offer explanations. Due consideration shall be given to the employee's explanation.
3. The provision of an opportunity within a reasonable, specified time frame for the staff member to correct the performance/behaviour.
4. Warnings/dismissals must not occur until full consideration has been given to an employee's explanation.
5. Employees will be advised at all steps of their right to have representation/support.
6. All steps must be undertaken in a non-threatening manner.
7. The person making the decision at each stage shall be the person to whom the employee makes the explanation (not a third person who has not had the opportunity of questioning the employee or hearing the employee's response).
8. A report of any meeting must be circulated to all attendees at the meeting. If any party disputes this record they may request that an addendum of their objection be attached to the minutes. Any addendum shall be attached to the record.
9. Where appropriate the opportunity shall be provided for the employee to receive additional training and development.
10. Further warnings can only apply to the specific conduct or unsatisfactory performance cited in the original warning.
11. All warnings shall be for a reasonable period and specify a date of expiry but that period shall not exceed 12 months, excluding any periods of research and study leave. Warnings no longer current shall be removed from the employee's file.
12. These disciplinary procedures shall be implemented in a culturally appropriate way.
13. The employee will be given a copy of these procedures at each step and will have the opportunity to obtain clarification of them from the employer.

14. Any documents arising out of any of these procedures which are placed on the employee's file shall be seen and signed by the employee. The signing will not be taken as an indication that the employee agrees with the content, only that they have viewed it. A statement to this effect adjacent to the employee's signature, shall be included on all material. A copy of the signed material must be given to the employee.

STEPS

1. Formal verbal warning
2. Review/formal written warning
3. Review/final written warning
4. Review/dismissal

This procedure can be implemented at any step depending on the seriousness of the behavioural misconduct.



SCHEDULE 6

CHANGE MANAGEMENT

1. When the University has decided to restructure or reorganise all or part of its business operations or services or is, in whole or in part, the subject of, or party to, any merger the University shall at the earliest practicable time notify those employees affected by the event or decision and their union and shall afford full and timely consultation before any final decisions are taken.
2. A redundancy may occur when a position an employee holds is subject to significant change (including when the employee's position wholly disappears) because it has become wholly or in part superfluous to the needs of the University due to:
 - a) an amalgamation of the University with another institution, or the contracting out, transfer or sale of a discipline or area of study or area of work to another university, institution or employer; or
 - b) financial difficulties which threaten the University's ability to continue its current level of research and/or teaching; or
 - c) the implementation of a review of the structure, staffing, function or location of a discipline, or area of study, or area of work.

3. When a surplus staffing situation exists, the following options will apply unless otherwise agreed:

- a) Confirmation

An employee's position is confirmed where it has not changed or is substantially similar to that employee's existing position.

If the employee does not wish to be confirmed in their position, the only option available to them is resignation.

- b) Selection Pool

A Selection Pool occurs whenever a position has not changed significantly but there are more employees than positions in the new structure. In a Selection Pool situation, all relevant employees will be required to participate in a selection process. The positions of those employees who are unsuccessful in the selection process will be disestablished.

- c) Disestablished Positions

A position is disestablished where it is ceased or ended because it is either significantly changed or is no longer needed in any form.

Employees whose positions are disestablished

4. Before a position is disestablished, the employer shall give the employee and their union at least five months notice of that fact.

5. The employer shall meet its obligation to act as a good employer, including, on a case by case basis, making reasonable arrangements for supporting the employee in seeking new employment, allowing the employee necessary time off on full pay as is consistent with that objective, and meeting reasonable costs. These may include, for example, help in the preparation of a CV, job training, counselling, financial management, or attendance at job interviews.
6. The employer shall make all attempts to find suitable alternative work within the University for any employee affected.
7. By agreement, employees may be redeployed to a position at the same, higher or lower salary. Such agreement will not be unreasonably withheld by either party. If the employee unreasonably declines to be redeployed into alternative employment with the University, the only option available to the employee is resignation.
8. Where the new position is at a lower salary, an equalisation allowance will be paid to preserve the salary of the employee in the old position at the time of redeployment for a period of two years.
9. The salary will be preserved in the following ways:
 - a) A lump sum to make up for the loss of basic pay for the next two years (this is not abated by any subsequent salary increase); or
 - b) An ongoing allowance equivalent to the difference between the present salary (including superannuation) and the new salary for a period of two years (this is abated by any subsequent salary increase).
10. Where employees who are within five years of their retirement are appointed to a position carrying a lower salary, such employees will retain their present grade and salary unabated, and their salary will be increased in line with any subsequent salary increase. The difference cannot be cashed up.
11. Where an employee is redeployed into a new position, the employee may, within the first three months in the new position, elect to resign from it giving appropriate notice, and will have any severance payment calculated under this agreement paid as if they had not taken up the new position, including service in the new position not counting towards calculation of the severance payment. In the event the employee has received a lump sum equalisation payment under clause 9(a), the proportion of service not completed in the two year period because of the operation of this clause will be deducted from any severance payment.
12. In the case of redeployment into a fixed term position which ceases to exist and the employee is not redeployed to a further position, the employee will be paid redundancy on the following basis:
 - a) The redundancy payment will be paid as if the employee had not taken up the fixed term position or a series of fixed term positions, that is, service in the new position(s) will not be included in the redundancy payment.
 - b) Where employment ceases within three years, the full redundancy payment will be made;

- c) Where employment ceases after three years but not exceeding five years, 50% of the redundancy payment will be made;
 - d) Where employment ceases beyond five years, no redundancy payment will be made.
13. Subject to clause 12 upon leaving the University as a result of redundancy, the employee shall receive:
- a) all outstanding holiday pay;
 - b) such retiring leave as the employee would have received had they been retiring on that date;
 - c) six weeks pay for the first (or part) year of current continuous service with the University; and two weeks pay for each succeeding (or part) year of current continuous service.
14. The maximum payment possible using this formula (exclusive of holiday pay or retiring leave) shall be 52 weeks.
15. Where the employer is proposing a restructuring (as defined by section 69L of the Employment Relations Act 2000) that would, if it occurs, involve the transfer to another employer of the work performed by the employee, the employer will negotiate with the other employer (the transferee) about options that may exist for the employee to transfer employment to the transferee. The negotiations will include discussions on the possible terms of employment the transferee may consider offering to the employee.
16. Following the application of clause 15, in the event that an affected employee does not transfer to the transferee, the relevant provisions in this Schedule will apply, provided that, nothing in this Agreement or any other agreement shall require the employer to pay compensation for redundancy to the employee if:
- a) the person or agency acquiring the business being sold or transferred has offered the employee employment in the business being sold or transferred at the same location; and has agreed to treat service with the employer as if it were continuous with that person or agency; and
 - b) the conditions of employment being offered to the employee by the person or agency acquiring the business are the same as, or are no less favourable than, the employee's conditions of employment, including the employee's right to bargain collectively and including any service related and redundancy conditions and any conditions relating to superannuation under the employment being terminated; and
 - c) the offer of employment by the person or agency acquiring the business is an offer to employ the employee in that business whether in the same capacity as that in which the employee was employed, or in a capacity the employee is willing to accept.



SCHEDULE 7

HEALTH AND SAFETY

The employer shall encourage safe work practices. For employees using VDUs the Department of Labour Code of Practice for VDUs shall apply.

The employee must:

- take all practical steps to ensure the workplace is safe; and
- be familiar with, follow and encourage compliance with all University health and safety policies and procedures.

Protective Clothing

Where necessary suitable protective clothing, footwear, safety spectacles and equipment shall be provided by the employer and the employee instructed in their use. Where justified by the nature of the work, prescription hardened lenses shall be provided by the employer. Should a change in prescription require a change in lenses, then the employer shall pay the difference in cost between normal and hardened lenses plus the cost of standard safety frames if required. Laundering or dry cleaning of all protective clothing shall be the responsibility of the employer and shall be carried out on a regular basis. An employee suffering damage to clothing while wearing protective clothing shall be financially reimbursed for the damage.

Employees shall be under an obligation to make use of safety clothing and equipment provided by the employer. Repeated failure to do so shall constitute misconduct.

Eye and Hearing Tests

Where a permanent employee has been employed for at least three months of continuous service and is appointed to a position where they are engaged for at least 50% of their normal working day using screens, or undertaking fine detail/precision work, they are entitled to a vision screening test. In order to qualify for a contribution to costs as outlined below, the vision screening test must be conducted by a registered optometrist. An optometrist referral/claim form is to be obtained from and signed by the Manager, Staff Wellness and provided to the registered optometrist.

If the screening test (which will not normally be provided at less than two year intervals) discloses that the staff member's vision is not adequate for the normal viewing of a screen or for undertaking fine detail/precision work then the cost of the eye test and glasses, or the cost of the eye test and contact lenses, will be met by the employer up to the following amounts:

For prescription glasses \$400.00 gross
(this includes the cost of the eye test and the lenses and/or frames).

For contact lenses \$240.00 gross
(this includes the cost of the eye test and contact lenses).

An employee is only entitled to a subsidy for either prescription glasses or contact lenses and not both. This subsidy will not apply to the loss or breakage of frames and/or lenses. A subsidy will only be made upon the production of original receipts.

Employees working in areas where regular loud noise is a frequent factor in their work shall be provided with regular hearing tests.

New Technology

When new technology is introduced into a workplace, it will be the responsibility of the employer to provide, and for the employee to attend, appropriate training to the employees directly affected. Such training will include any health and safety implications or information that will enable employees to operate the equipment without discomfort and will help maintain their general well-being.



