

Fixed Term Part Time Appointment with Supplemented Superannuation Procedure

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Description	This document details the arrangements regarding superannuation for full time staff converting to a part time appointment as a result of organisational change.

Related documents

[Deputy Vice Chancellors](#)
[Equal Opportunity Policy](#)
[Salary Packaging Information](#)
[UniSuper Information](#)

External Links:

[QSuper Website](#)
[UniSuper Website](#)

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1. INTRODUCTION

The University will from time to time implement organisational change. The arrangements for fixed term part time appointment with supplemented superannuation provides an opportunity for areas of the University affected by organisational change to adjust their staffing profile by allowing full time staff in such areas to be considered for conversion to a part time appointment with supplemented superannuation as a means of mitigating the impact of organisational change on the work area.

The University is committed to retaining the services of, and offering ongoing opportunities to, existing staff members in ways that are consistent with achieving the University's EEO and equity goals.

2. SCOPE

This procedure applies to full time continuing and continuing on probation academic and general staff in identified areas affected by change and who are members of the UniSuper and QSuper schemes.

3. APPLICATION

3.1 Situations where Fixed Term Part Time Appointments with Supplemented Superannuation may be offered

Following consultation with staff, the Head of Element will make a formal submission to the relevant senior officer demonstrating the need to offer part time appointments with supplemented superannuation. The need to offer these appointments may be for reasons of an economic, technological, structural or similar nature including:

- a decrease in student demand or enrolments in any academic program or course or combination/mix of programs or courses conducted on one or more campuses;
- a decision to cease offering or to vary the academic context of any program or course or combination/mix of programs or courses conducted on one or more campuses;
- financial necessity within an organisational unit or cost centre; or
- changes in technology or work methods.

Once the relevant senior officer approves the submission the Head of Element may invite expressions of interest for fixed term part time appointments with supplemented superannuation from selected staff.

3.2 Invitation to be Considered for a Fixed Term Part Time Appointment with Supplemented Superannuation

The University may invite expressions of interest from continuing and continuing on probation staff members to convert a full time position to a fixed term part time appointment of at least 50% with supplemented superannuation.

No staff member will be required to convert from a full time to a part time appointment with supplemented superannuation.

Each expression of interest shall be submitted in writing through the Head of Element for approval by the relevant senior officer.

The staff member's expression of interest must include:

- the periods the staff member will generally be expected to be on duty;
- in the case of academic staff, the research, teaching and administrative load that is proposed to be undertaken
- any changes to performance criteria as a result of a change in appointment
- comments from the Head of Element, with recommendations, and certification that funds are available if the application is supported; and
- likely impact upon staffing needs of the Element if the conversion to part time is approved.

3.3 Preconditions for Accepting a Fixed Term Part Time Appointment with Supplemented Superannuation

A staff member who accepts a fixed term part time appointment with supplemented superannuation will be required to resign from their existing appointment and take up a fixed term part time appointment.

3.4 Term of Part Time Appointment with Supplemented Superannuation

A fixed term part time appointment with supplemented superannuation may be offered for a term of not less than one year and not more than five years.

The staff member will continue to work the normal range of duties but with a reduction of hours during the fixed term appointment. This should be discussed with the applicant and the Head of Element before approval by the relevant senior officer and again at the commencement of the fractional appointment.

Such discussions will include:

- changes to performance criteria as a result of the change in appointment; and
- in the case of academic staff, the teaching, research and/or scholarship and service allocations that is expected to be undertaken.

Human Resources will issue a new contract of employment (Letter of Offer) for the fixed term appointment. This Letter of Offer will advise, in writing, of the start and end dates of the

appointment and the part-time work hours. The Letter of Offer's superannuation clause will refer to the superannuation being paid at the supplemented rate.

3.5 Salary, Superannuation and Other Entitlements

If the University approves such a position, the University will continue to pay the employer's contribution to the superannuation fund at the full time rate for:

- QSuper Defined Benefit Plan
- QSuper Accumulation Plan
- UniSuper Defined Benefit Plan, or
- UniSuper Accumulation 2 Plan

and will pay the difference between the part time and full time rate for the employee's contribution for the term of the part time appointment. The University will NOT make contributions at the full time rate to the UniSuper 3% Accumulation component.

For General Staff only, the University will pay the employer's contribution to a superannuation fund other than a fund listed above, as nominated by the staff member in accordance with the relevant legislation.

UniSuper and QSuper members must utilise the University's existing salary packaging arrangements as the process for paying the superannuation supplementation. Staff are advised to seek independent financial advice about any change to their superannuation or salary packaging arrangements.

If a UniSuper member has elected to reduce their standard member contribution by contribution flexibility, the member contributions will only be supplemented up to this reduced level.

The Superannuation Officer can be contacted concerning full superannuation implications prior to an application being made.

All existing leave entitlements (e.g. parental leave, annual leave, sick leave, long service leave) will be carried over to the fixed term appointment and accrue at the new part time rate. The staff member shall be entitled to take any leave already accrued based on the previous rate of accrual. For example, a staff member who had accrued leave at the full time rate would be able to take leave paid at the equivalent of that rate.

3.6 Application to Vary the Term of the Supplemented Part Time Appointment

In rare and exceptional circumstances, the University may agree to extend the appointment. This is entirely at the discretion of University management. Six months prior to the expiry of the appointment, a staff member may apply for consideration to continue employment with the University.

4. DELEGATED AUTHORITIES

The relevant senior officer being the Deputy Vice Chancellor or Pro Vice Chancellor approves applications for fixed term part time appointments with supplemented superannuation.

The decision of the relevant senior officer will be final and not subject to appeal or grievance.