



NORTHERN RIVERS

University Department of Rural Health

POLICY NO:	3
POLICY TITLE:	Staff Movement Policy
APPROVAL DATE:	28 May 2007
REVIEW DATE:	28 May 2009

1. BACKGROUND

During recent years staff numbers , both full and part time, have increased at the NRUDRH while at the same time workplace legislation has been placing increasing responsibilities on supervisors and employers to be aware at all times as to where the staff they are responsible for are during working hours.

2. PURPOSE

The purpose of this policy is to assist supervisors in meeting their workplace legislative obligations in relation to supervising the activities of their respective team members. This policy is not designed to supersede any staff policies or conditions of employment of the relevant home institutions.

3. POLICY STATEMENT

Staff members within the NRUDRH will undertake the following actions to assist their supervisors in meeting their reporting obligations. Where a staff member contacts their supervisor out of hours the supervisor should undertake the appropriate action detailed below.

Academic Staff:

Academic staff will discuss and come to agreement with their supervisors, their working arrangements subject to the conditions defined within the policies of their respective home institutions. Where a staff member has the agreement of their supervisor and will be absent from their regular location in respect of their normal hours of work, for a period of 4 hours or more, they are required to notify the staff at reception. This notification may be verbal or by phone or email advice. Staff should also give a brief reason for their absence ie sick, annual leave, meetings, conference, travel to another site or Sydney etc and where possible contact information.

The administration staff will advise supervisors and other staff where necessary and update these messages in a spreadsheet which will be given to their supervisor at the end of each month for authorisation. The spreadsheets will then be filed in the NRUDRH HR system for reference should the NRUDRH be subject to any future workcover audit.

Administrative Staff

Administrative staff must seek prior approval from their supervisor or the Executive Officer for any period of absence except in the case of sick leave which has been specified separately below.

Where a staff member will be absent from their regular location in respect of their normal hours of work due to sickness they are required to notify their supervisor or if outside normal working hours leave a message at reception.

Administrative staff are required to complete a timesheet which will be approved by the Executive Officer and which will be filed in the NRUDRH HR system for reference should the NRUDRH be subject to any future workcover audit.

4. MONITORING EVALUATION & REVIEW

This policy and its associated procedures will be evaluated annually. Changes to procedures and appendices may occur without a full review of the policy.

This policy should be reviewed biannually by the HOD and Executive Officer who will approve any amendments.

5. DEFINITION/KEY WORDS

6. REFERENCE TO OTHER DOCUMENTS

7. PROCEDURES

The following procedures have been developed to assist with the implementation of this policy

- Spreadsheets for academic staff have been prepared and are to be updated by the EA to HOD in respect to the commencement and exit of staff
- All staff will advise reception as detailed in this policy which will then be entered into spreadsheet.
- Supervisors will be sent a copy of the spreadsheet by reception at the end of each month for approval and to make any amendments that may be required.
- Supervisors will return the approved copy to the EA to the HOD who will provide forward any relevant staff members leave forms if required.

- Administrative staff will forward their timesheet with any leave form attached if that form has not already been completed to their supervisor who will then forward the documents to the Executive officer for approval
- The Executive Officer will forward the approved forms to the EA to the HOD for filing.

8. APPENDICIES