Welcome

Welcome to the OPC Update. The health, safety and well-being of our people are very important and this is reflected in two of the articles in this issue. The University has decided to move to smoke-free campuses to provide a healthier environment for our students, staff and visitors to our campuses.

The second article recognises that most of us experience set-backs in our lives at some time and the Employee Assistance Program is available to provide confidential counselling to work through issues that can affect quality of life and regain a sense of well-being.

Thank you for your participation in the MyVoice survey which has highlighted some areas for improvement, and also some we can be proud of. We hope you read the articles and visit the MyVoice website to find out more.

This issue contains practical information about the workplace services provided by OPC, including our new OPC Helpline as well as events such as NAIDOC week.

We hope you enjoy and find this issue useful and as always welcome your feedback.

From the Executive Director and Staff of the Office of People and Culture

Towards A Smoke Free Campus

UWS is taking steps to provide a healthier environment for staff, students and visitors to our campuses.

From 1 January 2013, smoking will be prohibited on all UWS campuses with the exception of a number of clearly marked, designated smoking areas.

This decision follows consultation with staff and students, and a review of other Australian universities’ smoking policies. It will provide a healthier, cleaner air environment as well as reduce the environmental impact of smoking litter.

In line with this decision, tobacco products will no longer be available via UWSConnect outlets on campus from 1 July 2012.

For further information please visit http://www.uws.edu.au/ohs/towards_smoke-free_campuses

NEW!! OPC HELPLINE SERVICE EXT 5838

The Office of People and Culture have established a new “Helpline” for staff enquiries. If you are unsure of who to contact, please call our Helpline and one of our friendly team will direct you to the right area.

The OPC Help Line will be answered between 9.00am - 5.00pm, Monday to Friday.

Annual Leave Accruals

Staff should manage their annual leave accruals to ensure they do not exceed 30 days accrual.

The Staff Agreements clearly state that a maximum of 30 days annual leave can be accrued (except for reasons stipulated in the Agreement) before staff can be directed to reduce their leave balance.

Christmas Closedown

The Vice Chancellor has again approved the granting of 3 concessional days to all UWS ongoing and fixed-term staff.

The University will close from Christmas Day, Tuesday 25 December 2012 and re-open on Wednesday 2 January 2013.

To assist in planning leave arrangements, details for the closedown period are as follows:

- Mon 24 Dec 2012 – University open
- Tue 25 Dec 2012 – Christmas Day
- Wed 26 Dec 2012 – Boxing Day
- Thu 27 Dec 2012 – Concessional Day
- Fri 28 Dec 2012 – Concessional Day
- Mon 31 Dec 2012 – Concessional Day
- Tue 1 Jan 2013 – New Years Day
- Wed 2 Jan 2013 – University open
$25,000 CONCESSIONAL SUPERANNUATION CAP - 2012/2013 & 2013/2014

The Federal Treasurer, Mr Wayne Swan, recently made a number of Budget announcements. One of these announcements included the Concessional Superannuation limit being capped at $25,000 per annum commencing from July 2012 through to June 2014. The superannuation cap includes the employer component and any salary sacrifice components, including pre tax employee and pre tax voluntary contributions made to your account.

For example, a UWS employee on a salary of $100,000 per annum who contributes 8.25% pre tax and has 17% employer contributions made on their behalf, would have contributed $25,250 over the course of the July 2012 to June 2013 financial year. This would comprise $8,250 pre tax and $17,000 employer contributions. In this case the $25,000 cap would be exceeded by the small amount of $250. An employee on a higher salary with similar superannuation arrangements would exceed the cap by a larger amount. Our understanding is that contributions that exceed the concessional cap will be taxed at 46.5%, being the normal 15% when the amounts are first credited to the fund, with an additional 31.5% tax including the Medicare Levy required once the Australian Taxation Office issues an assessment notice. We believe any tax owing on excess contributions may be withdrawn from the “accumulation only” super balance you may have, or alternatively, it may be paid from your income by increasing your fortnightly tax contribution, or from savings outside of super, or a combination of these options. Depending on your current earnings and contributions, the cap could have a significant impact on you. If you would like to further discuss a change to your current arrangements, please contact relevant HR staff by 15 June 2012.

NEW EMPLOYEES – UNISUPER MEMBERS

To assist in the management of your superannuation account, please complete your Unisuper DBD/ACC2 applications forms as soon as possible following your commencement and return to the Superannuation Office, Bldg AE, Werrington North. – Please remember to inform Superannuation and Staffing Services as soon as you receive your Tax File Number.

PAYMENT SUMMARIES

The 2011/2012 Payment summaries should arrive at your postal address by 14th July 2012.

In the event that you require another copy, 2012 Payment Summaries can be downloaded from Staff Online. Changes to your personal details such as name and address can also be amended via the above link.

Please contact Les Barrett, Head Payroll and Remuneration Services on ext. 7558 if you require further information.

REGISTERING YOUR ACADEMIC QUALIFICATIONS

The Office of People and Culture keep details of academic qualifications of all the University’s staff on Alesco HRMIS. It is essential these details are up to date and recorded in this system to enable the accurate reporting of academic qualifications for staff.
It has been brought to our attention that there may have been delays in staff receiving responses to their submissions for position reclassification. Staff can address follow-up queries to their relevant HR Partner (details below).

The process for the reclassification of an existing position is outlined in clause 15(8) of the University’s General Staff Agreement 2009-2012.

HR PARTNER CONTACT DETAILS:

Director, HR Strategy and Services: 
Susan Hudson – Ext 7824 
Office of the Vice-Chancellor Office of DVC, Corporate Strategy & Services 
School of Science and Health People and Culture 

Senior HR Partner: 
Robert Burnell – Ext 7572 
School of Business 
Chief Financial Officer: Information Technology, Campus Development, Finance Badanami 

Senior HR Partner: 
Chris Youness – Ext 7989 
School of Computing, Engineering & Mathematics 
School of Social Sciences & Psychology 
PVC (Students) 
Partnerships & Public Affairs Entities 

Acting Senior HR Partner: 
Tony Dobrecovic – Ext 7571 
School of Humanities & Communication Arts 
Library 
School of Nursing & Midwifery 
Equity & Diversity 
University Legal Counsel 
Sustainability 
Audit & Risk Management 
Governance Services 
Strategy & Quality 

HR Partner: 
Marie Robinson – Ext 7528 
School of Law 
Academic & Research 
PVC (Research) 
Research Services 
Innovation 
All Research Institutes 

HR Partner: 
Kirstie Allen – Ext 7547 
School of Education 
PVC (Education) 
Teaching Development Unit 
Student Learning Unit 
PVC (Engagement & International)Engagement 
International Development 

HR Advisor: 
Sam Owens – Ext 1171 
Capital Works & Facilities 

HR Advisor: 
Vicky Wood – Ext 3638 
School of Medicine 

ACCESS EAP 

A reminder to all UWS Staff that the University has in place an Employee Assistance Program (EAP) which can be accessed by employees and their immediate families free of charge.

The Employee Assistance Program (EAP) is a free, voluntary and confidential counselling service.

The service is provided by counsellors who are external to the workplace and are committed to confidentiality. Information shared with a counsellor will not be disclosed to the employer unless requested by you and agreed in writing. Privacy is important and will be assured. Counselling can be offered out of hours and in a number of locations, ensuring no one need know who has attended.

The program is provided to assist employees deal with personal, family and/or work issues that affect their quality of life. Through access to qualified counsellors, staff and immediate family have the opportunity to identify problems and find ways of resolving them.

Some of the more common issues people seek assistance for are:
- marriage and family problems
- grief and loss
- conflict with fellow workers
- gambling
- alcohol and drug use
- stress and emotional distress

If you decide that you would like to speak to a counsellor, simply contact ACCESS Programs Australia and mention your place of work; you will be offered an appointment to speak with a counsellor. You will be asked a few questions about yourself at your first appointment, and you can choose to answer as many or as few as you like. Either way, your identity will remain anonymous.

Telephone contact is available 24 hours a day on 1800 81 87 28.

Complementing this service, the UWS EAP provider, Access Programs Australia, have a number of online resources which you may wish to read.

Simply go to www.accesseap.com.au and click on the link to “Resource Library” under the Client Area section of the screen. You will be asked to enter a user name and password. The username is uws, and the password is also uws.

Here you will find a selection of articles and tip sheets which have been designed to provide clear, practical assistance for dealing with a range of common work/life issues.
OFFICE OF ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYMENT AND ENGAGEMENT (OATSIEE)

UWS OATSIEE was short-listed as a finalist in the 2012 Australian Human Resources Institute (AHRI) National Diversity Awards for ‘Cross Cultural Management’ sponsored by AMES. The award recognises organisations with outstanding management initiatives and strategies in a diverse or multicultural workplace – including the management of employees across borders. The other finalists in the ‘Cross Cultural Management Award’ category included the National Australia Bank and Winner for 2012 and the Royal Flying Doctor’s Service.


AHEIA Universities HR Benchmarking Program 2012 Final Report highlights UWS overall has increased its Aboriginal and Torres Strait Islander staffing percentages markedly since 2010 and is well above the sector average across a sample of 33 universities. “The measure of Aboriginal and Torres Strait Islander Staffing formula for this report is Aboriginal and Torres Strait Islander Staff/Total Staff (Headcount). The data suggests that the total percentage of UWS Aboriginal and Torres Strait Islander staff is above the sector average and in the top 25% of the sector. A much higher proportion of the total number of staff are female compared to males. The percentage of female staff is within the top 25% of the sector, however the lower male proportion is still higher than the sector average. The majority of Aboriginal and Torres Strait Islander staff are located within Divisions, being above average and in the top 10% of the sector. While UWS has a lower proportion of Aboriginal and Torres Strait Islander staff located in Schools, the UWS percentage equals the sector average. The overall percentage of Aboriginal and Torres Strait Islander staff in Academic roles is above the sector average. The percentage of Aboriginal and Torres Strait Islander staff in Professional Staff roles is well above the sector average. This trend extends to the Senior Staff category with UWS in the top 10% of the sector.” For more information about the report, please contact Liz Bryden at el.bryden@uws.edu.au or (02) 9678 7549.

If your school or unit is considering recruiting skilled Aboriginal and/or Torres Strait Islander peoples into academic or professional positions at entry, mid or senior levels, please contact Melissa Williams, Director, Office of Aboriginal and Torres Strait Islander Employment and Engagement.

Just a reminder to all hiring managers that the Casual Employment Authority (CEA) forms are now updated to include a provision for Aboriginal and Torres Strait Islander people to identify. This will enable OPC to record the data in Alesco accurately. Visit the OPC Forms and Templates page to access the form.

Any UWS Aboriginal and/or Torres Strait Islander staff who have not previously identified as an Aboriginal and/or Torres Strait Islander employee in their employment records, please update your details in Staff Online by completing the Equal Employment Opportunity Survey in the Personal Details section: https://staffonline.uws.edu.au

Registration of the General and Academic staff agreements confirm the University’s commitment to Aboriginal and Torres Strait Islander employment and engagement, and in particular, the development of employment initiatives with the objective of at least 2.5% representation of Aboriginal and Torres Strait Islander staff within the University. The UWS Aboriginal and Torres Strait Islander Employment Strategy Consultative Committee (ATSIESC) monitors the implementation of the above commitment.

UWS is currently tracking at 2.2% representation. For further information on the ATSIESC please use the following link: http://www.uws.edu.au/IAESCC

Leave for Aboriginal and Torres Strait Islander employees to participate in cultural/ceremonial activities is provided under Clause 34 – Personal Leave of the Staff Agreement. 34 (5): An Aboriginal and Torres Strait Islander employee, other than a casual employee, is entitled to up to 5 days leave without loss of pay in any 12 month period to participate in cultural/ceremonial activities. 34 (6): An Aboriginal and Torres Strait Islander employee, other than a casual employee, is entitled to up to a maximum of 10 days unpaid leave in any 12 month period for the purpose of fulfilling cultural/ceremonial obligations. For further enquiries, please contact our Office on 02 9678 7577.

NAIDOC WEEK—1—8 JULY

The University also looks forward to NAIDOC Week from 1 to 8 July 2012. This year’s Yarramundi Lecture will be delivered by Warren Mundine, Chief Executive Officer of GenerationOne (from June 2012) and will be held on Friday 29 June, 2.30pm, Northside (Building L2) on the Hawkesbury Campus. As part of our acknowledgment of NAIDOC Week, the UWS Art Collection will showcase a range of new Aboriginal and Torres Strait Islander acquisitions in an exhibition called ‘My Country – works from Aboriginal and Torres Strait Islander communities that celebrate their heritage’ in Building AD on the Werrington North Campus from 2 July until 21 September. For further details on NAIDOC Week at UWS please visit: http://www.uws.edu.au/indigenous_australian_culture.

You can also participate in the NAIDOC Week Quiz for your chance to win an iPad. Keep an eye out for the banner on the UWS website from Friday 29th June 2012.
ORGANISATIONAL DEVELOPMENT

UWS has an ongoing commitment to developing the skills, knowledge and capabilities of staff. There are a large number of workshops and programs offered by Organisational Development that you can enrol in. You can also apply for educational support for further studies, job exchange, or a scholarship for professional development or postgraduate studies. To support your career development at UWS, go to MyCareer Online to view the range of programs, workshops and online learning modules designed to enhance your career, develop your organisational knowledge and skills and strengthen your leadership and management capabilities.

www.uws.edu.au/od

COMPASS OBJECTIVE SETTING

It’s time to discuss with your supervisor your 2012 performance objectives and development plans. Don’t forget they need to be entered into MyCareer Online and submitted to your supervisor before Friday 15 June. Go to MyCareer Online www.uws.edu.au/staffonline.

STAYING ON TRACK WITH COMPASS

UWS offers a comprehensive suite of training and resources to support your Compass experience. These include workshops like Getting Started with MyCareer Online, Writing SMART Objectives as well as workshops specifically for supervisors – Coaching for Performance and The Psychology of Influence. If you prefer online learning, there are a number of modules to help you. For a full list, please go to www.uws.edu.au/od

ORGANISATIONAL DEVELOPMENT COURSES (cont)...

15-Aug – Working Together in Teams
2-Aug - IT - Graphics with Gimp
21-Aug -TM1 Training
23-Aug - Finance 101 @ UWS
3-Sep - Hows and Whys of Process Mapping
4-Sep - Ally Training

2011 INSPIRE LEADERSHIP PROGRAM GRADUATION

On 29 May 2012, 48 graduates were congratulated and awarded their certificates by the Vice Chancellor in a ceremony celebrating their achievements over the past 12 months.

The Inspire Leadership Program is designed to develop and enhance leadership skills and capabilities, and to build on the strengths of our Academic and Professional managers and leaders to influence, motivate and inspire others to follow.

For enquiries relating to the 2013 Inspire Leadership Program, please contact Leone Cripps lcripps@uws.edu.au or Carolyn Bennett carolyn.bennett@uws.edu.au

Thank you to everyone who took the opportunity to have their say in the MyVoice Survey. We have received the high level survey results which are available on the MyVoice website www.uws.edu.au/myvoice

The MyVoice website is where you will be able to keep up to date on how UWS is acting on this feedback and developing action plans to make improvements. We look forward to your involvement in these initiatives.

BEST UNIVERSITIES TO WORK FOR

UWS won the ‘Best University to Work For’ 2011 award. There were 21,348 total votes from university staff, who voted across 11 different categories. The results of the survey are available at: http://www.thebestuni.com.au/university_ranking.php

ORGANISATIONAL DEVELOPMENT COURSES

29 Jun – UWS Designated Travel Admin staff forum
10 & 11 Jul – TRIM Advanced two day course
12 Jul - Exploring My Wellbeing
18-Jul - Values Based Leadership
20-Jul – Orientation for new Staff
01-Aug - Publish Don’t Perish: Developing and Fulfilling Publication Plans
07-Aug - Campus Safety and Security Emergency Response Training
07-Aug – Influence Persuade and Negotiate
17-Aug - MySource Matrix Content Management System CMS
60 SECONDS WITH...... JAN BROWN

Head of Programs,
People and Culture
Werrington North

Jan Brown recently achieved 20 years service with UWS. Currently, Jan is responsible for looking after our Academic Promotions and PDP area.

How long have you worked at UWS, where did you start?
I started at UWS, Nepean in March 1990 in Payroll.

What is the thing you like best about your work?
Although I miss having students around I love the peace and tranquillity of Werrington North Campus. It makes it a joy to come to work. I really love the view of the mountains from my office and sightings of elusive blue wrens.

What was your first job?
I interviewed tourists at Echo Point for the Department of Tourism.

What do you do in your spare time?
Read, listen to Puccini and Elgar, watch cricket, knit socks and cook for family and friends.

As a child, what did you want to be when you grew up?
An archaeologist

What do you think has been your greatest success?
My beautiful sons.

Describe yourself in 3 words....
A true Cancerian

If you could go to just one country in the world for a vacation, which country would it be and why?
That is very difficult. Prague is my favourite city but I think I would have to say France for the food, the wine, the countryside, the history and the language.

What is your favourite book, movie and/or album?
“A Suitable Boy” by Vikram Seth, “A Room with a View” and my favourite album is my first album which was given to me when I was at boarding school – “We Gotta Get out of This Place” by the Animals. I actually liked boarding school but most of my friends didn’t.

If you were stranded on a deserted island and you could have 1 thing with you, what would that be?
A book

What is the best advice someone has ever given you?
“Do unto others what you would have them do unto you” – my mother

KAREN JACK

Welcome to Karen Jack who joined the HR Strategy and Services team in mid May. Karen will be with us as a replacement for Paula Williams who is on long service leave. OPC is benefitting from Karen’s wide-ranging experience of working in a range of units across UWS.

IN THE NEWS

Melissa Williams, Director of the Office of Aboriginal and Torres Strait Islander Employment and Engagement at UWS, is one of four recipients of a new Women in Leadership Scholarship. These inaugural Australian business school scholarships are an initiative funded by the Chief Executive Women (CEW) and the Australian Graduate School of Management (AGSM).

The story, published in the Sydney Morning Herald, entitled ‘Another first for a family used to breaking down barriers’, pictures and profiles Melissa, along with her pioneering great-aunt, Margaret Williams, who was the first Aboriginal person to graduate from university in 1959.

The online version of the SMH story can be viewed here: http://www.smh.com.au/national/another-first-for-a-family-used-to-breaking-down-barriers-20120527-1zd5m.html

Congratulations to Melissa on this wonderful achievement, and thank you to her and her Aunt for kindly sharing their stories and for participating in media interviews as we mark National Reconciliation Week.