

Monash University Policy

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| Policy Title | Workforce Management |
| Date Effective | Date approved by the Strategy and Resources Committee |
| Review Date | Three years from date of approval |
| Policy Owner | Chief Human Resources Officer |
| Category | Operational |
| Version Number | 2 |
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| Scope | This policy applies to: <ul style="list-style-type: none"> • all campuses; and • all staff. |
| Purpose | Monash University strives to: <ul style="list-style-type: none"> • regulate the engagement of its staff and their responsibilities and entitlements where these are not already prescribed by law; • have systems in place to enable accurate workforce reporting including the monitoring and management of staff profiles; • be inclusive and enable access and equity for staff who have a disability; • have workplace flexibility including options to assist staff to balance their work, life and family responsibilities; and • facilitate the engagement of national and international community scholars. |
| POLICY STATEMENT | |

The University seeks to:

- have clearly defined roles, responsibilities and entitlements for its staff;
- use workforce information in order to effectively and efficiently manage the workforce;
- ensure positions of staff employed by the University are equitably aligned in terms of responsibility and remuneration;
- promote equal opportunity in employment in recognition of global principles of equity and justice and provide fair, equitable and sensitive consideration of the diverse needs of its staff;
- have flexible work options in order to assist staff in balancing their work, life and family responsibilities;
- engage with major ideas and issues from both the national and international community of scholars;
- meet the needs of the University's business operations;

- comply with relevant legislation and other legal obligations; and
- reinforce and operationalise the values and principles stated in the Monash University Ethics Statement and *Monash Directions 2025*.

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| Supporting Procedures | Career Break Leave Flexible Working Arrangements Secondments and Transfers University visitors Work Life (Breastfeeding) Work Life (Children in the workplace) Work Life (Job-Share) Working from Home Workplace Volunteering |
| Responsibility for implementation | Campus Pro Vice-Chancellors Deputy Vice-Chancellors Deans/Heads of Schools Divisional Directors/Heads of Units Directors Faculty Managers/Managers |
| Status | Revised |
| Approval Body | Name: Strategy and Resources Committee Meeting: 5/08 Date: 5 June 2008 |
| Endorsement Body | Name: HR Directors' Group Date: |
| Definitions | Workforce: Includes persons employed by the University and individuals engaged by the University as contractors for the provision of personal services as well as adjunct and honorary appointments and visitors. |
| Legislation Mandating Compliance | |
| Related Policies | |
| Related Documents | Workforce Management Guideline – Academic Workloads and Faculty Boards of Review Workforce Management Guideline – Professional Staff Workloads |