

# HR Delegations Policy and Register Frequently Asked Questions

## HR Delegations Policy and Register

### How do I read the HR Delegations Register?

- Category = The overarching component of the HR function for the related decisions
- Band = The Relevant Band number, which has an associated position or committee in the register
- Function Reference = numbering for ease of reference to the section of the HR Delegations Register
- Function = The decision which the delegate is authorised to make
- Source Ref = the clause or section of the EA or JCU policy/procedure with detail which relates to the decision made against the Function
- Source = The name of the document (i.e. EA or JCU policy/procedure) with detail which relates to the decision made against the Function

CATEGORY	BAND	Function Reference	FUNCTION	Source Ref	SOURCE
Establishment Management	11	1.1	Approval to Create / Change Positions – with the employment classification of BAND 4 (SDVC) or 3 (DVC)		
	8/9	1.2	Approval to Create / Change Positions – with the employment classification of BAND 2 (Deans of Colleges) or 1 (Deans/Directors of Directorates)		
	8/9	1.3	Approval to create / change positions – Professorial Level position	Clause 25	Position Classification and Reclassification
	5	1.4	Approval to Create/Change Positions excluding Professorial level positions or BAND classified positions.	Clause 25	Position Classification and Reclassification

### Has there tried to be conformity across Delegations with bandings and naming conventions?

The delegation policies and register are seen as an iterative process and consideration was made and future reviews and updates of the Finance; Academic and Student; HR Delegations will result in more and more alignment.

### Will there be any changes to Position Descriptions to include what HR Delegation the position may have?

At this stage no there will be no change to position descriptions to include this information. To determine who has a HR Delegation you must refer to the HR Delegation Register. At some future stage this may be a consideration when creating a position and position description the band level delegation will be considered.

### What does it mean for Band 4 – Work Unit Operations delegations where they have the delegation for the relevant Dean, Director or equivalent?

The nature of the positions within the HR Delegations Band 4 are a supporting role for the relevant Dean/Director or equivalent. For this purpose these roles have been given delegation to provide lighter administration and support for the Dean/Director/DVC and not as an authority for approvals within their own team. The areas they have been given delegations fall within high volume administrative functions ie. approving casuals, higher duties, or variation of hours.

An example of this is a Manager, College Operations is able to approve a casual engagement of an academic employee who is employed within the relevant college but is unable to approve casual engagement of a professional and technical administrative employee within their team, this would need to go up to their Director, Divisional Operations.

### Do the Heads of Academic Group positions have a delegation?

Unfortunately within the HR Delegations register no they do not. There are actions that fall within any Managers' role that fall outside the HR Delegations Policy & Register ie. approving leave, managing probations, conducting Performance Development Plans.

***Is function 2.5 and 2.6 (Approval to advertise and appoint continuing, fixed term appointments or direct appointments) only for currently created, vacated positions?***

Yes these two approvals are about appointing someone into an already created position.

***Can I delegate my delegation?***

No, the delegations as per the HR Delegations Register are set as per the bands. If you are absent from your position for any period of time and you have a HR Delegation you can complete a Request for Higher Duties to have someone acting in the role, just tick HR Delegations on the form.

***Does this impact the VC temporary Escalation that was established in October 2014?***

Yes, the VC temporary escalation or VC spreadsheet will cease as of 01 June 2017 and the new delegation will be as per the HR Delegation Register.

***Will there still be temporary measures in place?***

The University Executive have determined that an administrative escalation is in place for function 1.4 and 2.6 from Band 5 to Band 7. This escalation impacts four HR Forms that have been updated and made available on the HR website.

***I missed the presentation will there be another one or will you put it up on the HR Website?***

Another HR Delegations Workshop is scheduled for 14 June 2017 from 2:30 – 4:00. Please email Mandy Ford; HR Project Manager if you would like to attend. In addition the presentation will be made available with the FaQ on the HR Website.

***Who do I contact if I have a question, feedback or suggestion to amend a delegation (ie. position title change or add a new position) to the HR Delegations Policy, Register or Procedure?***

Please contact the HR Project Manager – Mandy Ford on [mandy.ford@jcu.edu.au](mailto:mandy.ford@jcu.edu.au) or 4781 3118; Deputy Director, HR – Raelene Eves or your HR Consultant:

Les Sampson – DTHM; DR&I; DS&R; SDVC Office & Indigenous Centre

Sindy Baskaran – DTES; Chancellery

Liz Alexander – DASL; DGSE; Research Infrastructure Directorate; Cairns Institute; Estate Directorate

***Updated HR Forms***

***When will the new forms be available on the Website?***

All amended forms will be available on the HR Website as of 01 June 2017.

***What if I use an old form after 01 June 2017?***

HR will be accepting old forms that are currently in the process of being approved up to a week and a half after 01 June. Any new forms or requests need to be completed on the new forms.

***Do I need to send the HR forms to Finance each time?***

If the form has a validation section for Finance to complete then you do need to send the form to Finance. The only exception to this is with a Request to Create/Change form, if you are making a change to an existing position and the change does not have an impact on budget or Finance Delegations ie. reporting line change you don't need to send this through to Finance.

***Why is there no longer a Dean/Director signature needed on some forms that require the DVC signature but others there are?***

The HR Delegations Register has been designed to capture the end approval point. The form is designed to match the HR Delegations Register and that end decision point, there may be various steps in a process or communication and consultation that occurs but the form will only require that end decision from the HR Delegate.

As the University Executive have determined an administrative escalation for functions 1.4 and 2.6 from Band 5 to Band 7 there was a need to include them on the four impacted forms, however we are as yet

unable to remove the Band 5 signature until these changes are formalised at the next Council meeting on 20 July.

***What is the difference between the Higher Duties form and the My HR Online delegations?*** (Sometimes when I fill in the Higher Duties form HR ask me to do the other)

The Higher Duties form provides approval for an employee who is acting higher duties into a role and receive the Higher Duties allowance as per the Enterprise Agreement conditions and timeframes. It also allows for that employee who is acting higher duties to receive either Financial Delegation and/or HR Delegations for that role.

The My HR Online delegations is for any Supervisor, Manager or higher to delegate the approving of leave, timesheets that come through to them. This may be for administrative purposes or if they are away on leave or absent from the position themselves.

As a general rule if you are completing the Higher Duties form for your role, then you will also need to go into My HR Online to amend your delegations as well.

***Who do I contact if I have a question or feedback about the updated HR forms?***

Please contact the Team Leader, HR Administrative Services – Nick Doherty or your relevant HR Assistant:

Carmen Hoffrichter – DTHM

Chris Shaw – DTES

Myles Tait & Kylie Mawson – DR&I; DS&R; DASL; DGSE; Chancellery; SDVC Office & Indigenous Centre