



AFTRS Engaging in Outside Employment Policy and Procedure

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	4 th February 2010 Reviewed 6 th August 2011
Associated Documents	AFTRS Enterprise Agreement 2011 Information for Job Applicants AFTRS Grievance Procedures AFTRS Misconduct Procedures ICT User Policy AFTRS Use of AFTRS Resources for Non-AFTRS Purposes Policy

1. Policy Name

The AFTRS Engaging in Outside Employment Policy and Procedure.

2. Preamble

The existing policy on staff engaging in outside employment was developed and approved in July 1999 and was intended to be consistent with standard Australian Public Sector practice. While emphasising AFTRS as the primary employer it also supported the School's encouragement of long term teaching staff working on external Industry projects to retain Industry currency.

Since then AFTRS has expanded its Award course offerings, further developed its Open Program, emphasised its role as an Industry resource, and increased the flexibility of course delivery. This has resulted in a further reliance on specialist guest and part time lecturers, a decrease in the number of full time staff, and an increased importance on the full time staff being available to a larger number of students at important times in the curriculum.

To meet the changing requirements of AFTRS, its staff and its students it has been necessary to review this Policy with a view to making it more flexible while ensuring the needs of students are met and the original principles of primary

commitment to AFTRS and consideration of any potential conflict of interest are maintained.

This Policy and Procedure supersedes the AFTRS Policy On Engaging In Employment Outside the School which was approved in 1999.

3. Policy Scope

This Policy and Procedure applies to all AFTRS staff.

4. Definitions

“Staff/staff member” means a person employed by AFTRS on a temporary, fixed term or ongoing employment contract on either a part time or full time basis. It does not include casual employees (known as PC1s).

“Outside Employment” includes any one off, short term or ongoing engagement, contract or commitment, whether paid or unpaid. It includes writing for any non-AFTRS publication, membership of any committee, board or similar body, any official role in a commercial organisation including Directorship of a company, and any consultancy role.

5. Policy Statement

AFTRS recognises that there are circumstances where staff may wish to engage in employment, paid or unpaid, outside of their School employment and that this may be to the advantage of both AFTRS and the staff member.

Staff are not permitted to engage in outside work without the permission of the Chief Executive Officer and AFTRS must always remain the staff member's primary employment. While requests will be approved wherever practical, AFTRS reserves the right to deny or withdraw approval where it is believed the staff member's work is adversely impacted by the outside work, there is a real or perceived conflict of interest, or the staff member is inappropriately referring (actually or by implication) to their employment at AFTRS in their outside employment.

AFTRS resources, including technology, must not be used for outside employment unless approval is granted in accordance with the Use of AFTRS Resources for Non-AFTRS Purposes Policy. Outside work must not be promoted through AFTRS resources without permission.

Failure to adhere to this Policy and Procedure may be considered misconduct and could result in termination of employment.

I. Employment Concurrent with AFTRS Employment

Full time staff at AFTRS may be given approval to engage in outside employment if:

- it is a “one off” project such as giving a lecture or writing an article;
- it is an ongoing project that requires a minimal amount of time;
- it is membership of a committee, board or other similar body;

- it is a Directorship or other official position in a company that pre-dates the commencement of AFTRS employment, or
- the Chief Executive Officer deems it is appropriate.

Any work undertaken by a staff member in a consultancy role during AFTRS working hours will be considered AFTRS work and any payment will be made to AFTRS.

Full time AFTRS staff are not permitted to be engaged as casuals, consultants or through external companies to undertake work for AFTRS.

Part time staff at AFTRS may be given approval to engage in outside work of any variety either to maintain their Industry currency or to supplement their income provided the outside work does not interfere with their AFTRS responsibilities, there is no conflict of interest with AFTRS work, and they do not misuse their position at AFTRS.

II. Outside Employment While on Leave

Applications for approval to engage in outside employment while on leave will generally only be considered for staff who have been employed by AFTRS for at least 12 months and who indicate their intention to return to their AFTRS employment after their period of leave.

Approval will not be given to staff to engage in paid employment with an outside organisation while they are receiving salary from AFTRS.

Teaching staff on fixed term employment contracts will not be permitted to take leave without pay to undertake Industry-related employment for more than a total of 8 weeks in any 3 year contract period.

Approval of all leave without pay is subject to operational requirements.

6. Implementation/Procedure

I. Roles and responsibilities

Staff Member is responsible for submitting a request to engage in outside employment with sufficient detail for a supervisor to make a recommendation concerning approval.

Supervisor is responsible for reviewing the request, considering the operational implications, making a recommendation with reasons and proposed alternate staff arrangements if applicable, and forwarding the request to the Divisional Director.

Divisional Director is responsible for reviewing the application and making a recommendation. If the application is not supported then reasons should be included. The Divisional Director should then forward the request to the Head of Human Resources.

Head of Human Resources is responsible for reviewing the request against this Policy and Procedure and forwarding the request to the Chief Executive

Officer. Human Resources is also responsible for advising the staff member, supervisor and Divisional Director of the outcome of the request and retaining a record on the staff member's Personnel File.

Chief Executive Officer is responsible for making the final decision on whether the outside employment is approved and for forwarding the decision to Human Resources.

II. Dissemination of Information

It is important that staff be aware of their responsibilities and AFTRS' expectations in relation to outside employment. Accordingly this Policy and Procedure will be provided and explained as part of the staff induction and be available on the AFTRS website. The limits relating to the granting of leave to engage in outside employment for fixed term teaching staff will also be included in the application notes available on the AFTRS website.

Further information can be obtained from Human Resources.

Any member of staff wishing to make any comments about this Policy and Procedure may forward their suggestions to the Head of Human Resources.

III. Process

a) Requests and decisions

Staff should request permission to engage in outside employment by memo. The memo should include details of the type of work, the employer, the frequency and time involved in the work, and any benefit there may be to either the staff member or AFTRS. This should be submitted to their supervisor.

The supervisor should consider the request in relation to operational requirements and benefits for the staff member and AFTRS. They should forward the request to the Divisional Director with their recommendation and a statement of their reasons.

The Divisional Director should consider the request and the supervisor's recommendation and then indicate whether they support the request or not. If they do not support the request, or if their recommendation is different from the supervisor's, they should include a statement of their reasons for the recommendation. They should then forward the request to the Head of Human Resources.

The Head of Human Resources will review the request in relation to this Policy and Procedure. The request with their assessment should be forwarded to the Chief Executive Officer for a decision.

The Chief Executive officer will then make a decision. If their decision is to deny the request or differs with the recommendation of the Divisional Director or the Head of Human Resources, the reason for the decision should be included. This should then be forwarded to the Head of Human Resources.

The Head of Human Resources will advise the staff member, the supervisor and the Divisional Director in writing of the decision and any reasons that have been given. The request and advice of the decision will then be placed on the staff member's Personnel File.

b) Grievances

If the staff member believes their request has been unreasonably denied they may submit a grievance through the normal Grievance Procedure.

7. Review

It is the responsibility of the Head of Human Resources to review this Policy and Procedure as required by changes to legislation, Australian government Policy, Industrial Instruments, or the structure, policies or any other aspect of AFTRS.