Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Offshore Teaching - Conditions for Academic Staff

Establishment: Council, December 2002

Last Amended: 7 August 2014 - Enterprise Agreement 2014 to 2017

Nature of Amendment: New clause C8.9 concerning remuneration for travel days for casual academic staff

Date Last Reviewed:

Responsible Officer: Director, Human Resources

ENTERPRISE AGREEMENT 2014–2017, CLAUSE C8 OFF-SHORE TEACHING

C8.1 Off-shore activities will usually be considered to be within normal academic workloads.

C8.2 Wherever practicable there will be consistent treatment of staff across the University which also allows flexibility to suit individual circumstances and operational needs.

C8.3 Inability to participate in off-shore programs should not affect a staff member’s position at the University, unless participation in such programs is part of the agreed job specification.

C8.4 [Remuneration] All staff undertaking approved off-shore teaching activities will receive an allowance for each day worked in addition to normal salary, subject to clause C8.6. This daily allowance will be paid at a rate per day equivalent to the one hour L2 rate applicable to casual academic staff as prescribed in this Agreement.

C8.5 The University will approve payment additional to that specified in clause C8.4 in exceptional cases where a full campus-based workload is maintained in addition to undertaking off-shore activities, subject to clause C8.6.

C8.6 Travel days will not attract any additional remuneration under clauses C8.4 and C8.5.
C8.7 The Australian Taxation Office ‘reasonable’ overseas travel expenses rates will be payable as a per diem without the need for acquittal.

C8.8 Additional expenses related to a staff member’s travel overseas for the purpose of course delivery will be reimbursed where established and agreed by the Executive Dean prior to departure.

C8.9 The University's expectation is that off-shore teaching will, in the majority of cases, be undertaken by staff in continuing/convertible/fixed-term appointments. Where a casual academic staff member undertakes off-shore teaching, notwithstanding C8.6, the casual academic staff member will be remunerated for seven (7) hours per travel day at the OD1 rate as prescribed by this Agreement.

Policy and Procedures

1. Activities undertaken off-shore will take account of the University’s existing policy framework, and must be in accordance with the laws of the country in which the activity is carried out.

2. Staffing

2.1 Annual identification of staffing needs

Staffing needs for off-shore programs will be reviewed and identified before the start of each academic year by the program coordinator and the Dean of School (and Executive Dean, if appropriate).

2.2 On-campus responsibilities

When determining staff participation in off-shore programs, the Dean of School will ensure that arrangements have been made to fulfil the on-campus responsibilities of staff involved.

2.3 Notice

Staff will be given adequate notice when invited to participate in off-shore programs.

2.4 Employment conditions

Position Descriptions and contracts of employment for new academic staff will specify that participation in off-shore activities may be a requirement of employment.

3. Workload

3.1 Weightings

Off-shore activities will normally be undertaken as part of a ‘normal’ academic workload, and workload weightings as determined by each School will apply.

3.2 Determination of workload

The Dean of School will determine whether the off-shore teaching activity will be undertaken as part of a normal workload or in addition to it.

3.3 Normal workload
Where determined to be part of normal workload, participation by staff in off-shore programs will be recognised in School workload schemes.

### 3.4 Additional to normal workload

Where off-shore activities are being undertaken in addition to maintaining a full campus-based academic workload, faculties will monitor the number and duration of such commitments to ensure that workloads are reasonable.

### 4. Remuneration

The daily allowance, and any additional payment approved by the University, will be paid at the staff member’s discretion either as salary, or to her/his School, and is not superannuable.

### 5. Non-monetary compensation

Reward for and recognition of participation in off-shore programs may also be provided by means including:

5.1 incorporation in Academic Profiles which form the basis for academic assessment under the Academic Staff Performance Review Scheme, including promotion;

5.2 weighting for off-shore activities in School workload schemes; and

5.3 assistance with preparation prior to departure, and recovery following return, by lessening or suspending other duties at these times.

### 6. Expenses

The provisions of the University’s Travel policy, which covers airline travel, accommodation, meals and incidentals, apply to staff working off-shore, subject to non-acquittal of per diem payments.

### 7. Insurance

Staff electing to do so can be covered under the University’s Travel Insurance policy.

### 8. Pre-departure and return requirements

8.1 The Dean of School and the staff member concerned will agree on a written plan for the delivery of each off-shore program prior to departure, including:

8.1.1 the activities to be carried out;

8.1.2 itinerary/travel plan; and

8.1.3 the outcomes expected by all parties.
8.2 The staff member’s supervisor should ensure that staff undertaking off-shore teaching activities are adequately prepared and are given access to appropriate orientation and/or training, including training on language and cultural considerations if necessary.

8.3 Staff members returning from overseas will undergo a debriefing session with the program coordinator and/or Dean of School (or nominee).

Related Links

- Academic Profiles Policy
- Academic Staff Performance Review
- Academic Workloads (Enterprise Agreement clause C10)
- Travel, accommodation and Subsistence