Policy: Workloads

Purpose

To establish a framework for the management of staff workload in accordance with the ANU Enterprise Agreement.

Overview

This policy provides the guiding principles associated with workload allocation for employees of the University.

Scope

This policy applies to all staff at the University.

Policy statement

1. The University will ensure that workload allocation and the supporting policy documents are governed by the principles of:

- equity, transparency, sustainability, without risks to health and safety of staff;
- enabling a balance between working life and family/social responsibilities;
- enabling workload allocation monitoring via transparent and fair mechanisms through which a staff member can address issues and pursue grievances; and
- a staff member's inability to meet unreasonable workloads does not constitute unsatisfactory performance.

2. The University values the knowledge and scholarship that Aboriginal and Torres Strait Islander staff bring to the University, and recognises that agreed additional contributions made by Aboriginal and Torres Strait Islander staff members to the advancement of Aboriginal knowledge and scholarship will form part of each staff member's workload, over and above their normal workload.

3. Each staff member's workload will be allocated in an equitable and transparent manner in consultation with the staff member, and be recorded in the performance and development review having regard to the:

- organisational requirements of the local area;

* staff member's level of appointment;
* career and work goals established in the staff member's performance and development review; and
* leave entitlements and the approved leave plans of the staff member.

Document information

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On 9 April 2021, the ANU Council assigned authority to approve academic policy to the Academic Board.

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