

People Approval Levels

Approval Band	Approver
Band C	Council
Band 1*	Vice-Chancellor
Band 2*	Vice-Chancellor's Executive (VCE)
Band 3*	Senior Executive Group (excluding VCE), Executive Directors, Deans Directors, Senior Lawyers
Band 4*	HEP10 and above classified roles reporting directly to a Band 2 or Band 3 level position Deputy Deans and Academic Director roles reporting directly to a Band 2 or Band 3 level position
Band 5*	HEP8 and above classified roles reporting directly to a Band 2 or Band 3 or Band 4 level position TAFE classified roles reporting directly to a Band 3 or Band 4 level position (Blank for Academic roles)
Band 6*	All staff to whom another staff member formally reports, nominated as a supervisor (line manager)

*Where a role falls into a number of bands, the criteria of the highest level band applies

Principles

- There should be an initiator/recommender and approver for each action
- The approver must be at a higher classification level (higher band) than the initiator/recommender

Definition:

- VU refers to Victoria University

Contents

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- 11.0 Waiver (debt/overpayment)

Authority

Action	Approval level 1	Approval Level 2	Policy Reference
1.0 Position Establishment and Recruitment			
1.1 Establish a position and/or approve the recruitment process for ongoing and fixed term positions	For positions <u>within budget</u> : Band C for Band 1 Band 1 for Band 2 Band 2 for Band 3 Band 3 for Band 4 Band 4 for all other positions	Approval level 1 plus Band 2 approval for positions that are <u>not within budget</u> , or do not have confirmed non-recurrent/tied funding	Examples of <u>within budget</u> may include: - Within the budgeted establishment, and with the same terms and conditions of employment - Tied to a research grant that is not underwritten by VU - SSAF Funding - Government Funding - Parental Leave backfill at the same classification level
1.2 Authority to approve a position description and reclassification for all positions	Band 4		VU EA 2019 24.8 (b)
1.3 Authority to approve a counter offer	Band 1 for Band 2 Band 2 for all other positions		Remuneration - Counter Offer & Salary Loading Procedure
1.4 Authority to approve payment of recruitment and removal expenses	Band C for Band 1 Band 1 for Band 2 Band 2 for Band 3, Acad D&E, HEW10/10+, Band 4 Band 3 for Band 5 Band 4 for Band 6 and other (e.g. Acad A-C, TAFE Teachers, Professional staff HEP1-9)		Relocation and Immigration Assistance for New Staff Policy & Procedure
1.5 Authority to approve conversion from a fixed-term contract of employment appointment to continuing/ongoing employment (HE and TAFE Teaching Appointments only)	Band 2		HE EA 2019, clauses 14(h)(v) & 14..4 TAFE EA 2019, Schedule 3
1.6 Authority to approve conversion from casual to non-casual employment for all staff	Band 2		HE EA 2019 – HEP staff clause 16.3 & 16.4 TAFE EA 2019 Schedule 4; VU EA clause 16.3
1.7 Authority to approve appointment of a contingent worker	Band 2		Business case required for all positions.
1.8 Authority to approve conversion of a contingent worker to ongoing or fixed term	Band 2		Business case required for all positions.
1.9 Authority to determine what persons or classes of persons constitute the Academic staff of the University for the purpose of the Victoria University Act 2010	Band C		Victoria University Act 2010, section 9(2)(a)
1.10 Authority to authorise a person to act as a Visitor (a) in relation to any particular matter concerning the affairs of the University; or (b) during any period when the Visitor is absent or unable to			VU Act 2010, section 23(1) The Governor of the State is the Visitor of the University under section 22(1) of the Victoria University Act 2010. The person who is authorised

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act			to act as Visitor under section 23(1) of the Act has all the powers, duties and functions of the Visitor to the extent, or for the period of, the authorisation under that subsection.
2.0 Appointment			
2.1 Authority to appoint Chancellor	Band C		VU Act 2010, section 9(1) (a) and section 24; Governance, Academic and Student Affairs Statute 2013, section 19. Under the Victoria University Act 2010, section 18(2) (b), Council must not delegate the power to appoint officers under section 9(1) (a). Council will determine conditions of appointment in accordance with the university statute and university regulations.
2.2 Authority to appoint Deputy Chancellor	Band C		VU Act 2010, section 9(1)(a) and section 25; Governance, Academic and Student Affairs Statute 2013, section 20 Under the Victoria University Act 2010, section 18(2) (b), Council must not delegate the power to appoint officers under section 9(1) (a). Council will determine conditions of appointment in accordance with the university statute and university regulations. Where there is more than one Deputy Chancellor, the regulations must specify the number.
2.3 Authority to appoint Vice-Chancellor	Band C		VU Act 2010, section 8(3) (a); Governance, Academic and Student Affairs Statute 2013, section 21. Portfolio of the Vice-Chancellor prepare offer letter. Via Selection Panel
2.4 Authority to appoint Interim Vice-Chancellor	Band C		VU Act 2010, section 26(3) and (4) Pending the appointment of a Vice-Chancellor under the Victoria University Act 2010, section 26(2). An interim appointment under subsection (3) is for the period specified in the appointment, being a period not exceeding 12 months. Via Selection Panel
2.5 Authority to appoint one or more Deputy Vice-Chancellor(s)	Band C		VU Act 2010, section 27(2); Governance, Academic and Student Affairs Statute 2013, section 24 On the recommendation of the Vice-Chancellor, in accordance with the university statutes and university regulations. The deputy vice-chancellor(s) have the functions, duties and powers conferred by the university statutes and

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			university regulations, or by the Vice-Chancellor. Via Selection Panel
2.6 Authority to appoint all other positions (ongoing and fixed term)	Chair of Panel		Recruitment and Selection Policy by letter of appointment
2.7 Authority to Appoint all casual staff (includes casual professional, academic sessional and TAFE sessional staff)	Band 4		By casual or sessional contract
2.8 Authority to appoint, renew or revoke Honorary Appointments for: Distinguished Visiting Professor, Emeritus Professor	Band 1		Governance, Academic and Student Affairs Statute 2013; Titles and Honorary Degrees Regulations 2013; Honorary, Adjunct and Visiting Appointments Policy Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 3 and 15 by letter of appointment
2.9 Authority to appoint, renew or revoke Honorary Appointments for: Visiting Professor, Adjunct Professor, Adjunct Associate Professor, Honorary Professor	Band 3		Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 9, 12 and 15 by letter of appointment
2.10 Authority to appoint, renew or revoke Honorary Appointments for: Honorary Professor for Honorary/Visiting/Adjunct Fellow	Band 3		Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, sections 9, 12 and 15 by letter of appointment
2.11 Authority to appoint, renew or revoke Honorary appointment for: Vice-Chancellor's Fellow Distinguished University Fellow	Band 1		Governance, Academic and Student Affairs Statute 2013, section 32; Titles and Honorary Degrees Regulations 2013, section 6 by letter of appointment
2.12 Authority to approve <u>direct</u> fixed-term contract of employment appointments (up to a maximum of twelve months only)	For positions <u>within the budgeted</u> establishment: Band 1 for band 2 Band 2 for band 3 Band 3 for all other positions	Approval level 1 plus Band 2 approval for positions that are <u>not within budget</u> , or do not have confirmed non-recurrent/tied funding	VU EA 2019; Recruitment and Selection Policy; Professional Development & Performance Planning - Secondment Procedure
2.13 Authority to approve Direct fixed-term contract of employment appointments (greater than twelve months) for band 3 or below positions	Band 2		VU EA 2019; Recruitment and Selection Policy. Refer to section 2.3 (above)
2.14 Authority to approve an ongoing appointment without advertisement for band 3 or below positions	Band 2		VU EA 2019; Recruitment and Selection Policy, Vice-Chancellor's Appointment
2.15 Authority to approve reappointment of executive/senior fixed term contract of employment	Band 1 for Band 2 Band 2 for Band 3 or 4 positions		Recruitment and Selection Procedure

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staff			
2.16 Authority to approve a further fixed term appointment – merit based	Band level above the recommending staff member.	Band 2 for positions that are <u>not within budget</u> , or do not have confirmed non-recurrent/tied funding	
2.17 Authority to confirm appointment following probation period for Vice-Chancellor	Band C for Band 1 Band 1 for Band 2 Band 2 for Band 3, HEP10/10+, Band 4 and Band 5 positions Band 5 for All other professional positions Band 6 and other (HEP1-9)		Probation Policy and Procedure
2.18 Authority to confirm appointment following probation period for Academic A-E	Probation Review Panel		Probation Policy and Procedure
2.19 Authority to re-employ, in any capacity, a former Victoria University staff member whose employment was previously terminated by way of redundancy	Vice-President, People and Culture		Recruitment & Selection Policy
3.0 Variation to Appointment			
3.1 Authority to approve an acting appointment (without advertisement) as: Acting Chancellor (a) in the absence of the Chancellor; or (b) during any vacancy in the office of Chancellor; or (c) during the inability of the Chancellor to act; or (d) at any other time with the consent of the Chancellor.	Deputy Chancellor		VU Act 2010, section 25(4)(a), (b), (c), (d) and (e) When acting as Chancellor, a Deputy Chancellor has all the powers and duties of the Chancellor.
3.2 Authority to approve an acting appointment (without advertisement) as: Acting Vice Chancellor, for a period < 3 months Or Acting Vice Chancellor, for a period > 3 months	Band C		<3 months - VU Act 2010, section 27(1); Governance, Academic and Student Affairs Statute 2013, section 23 >3 months - During the absence of the Vice Chancellor in accordance with university statutes and university regulations
3.3 Authority to approve an acting appointment (without advertisement)	For positions <u>within the budgeted</u> establishment: Band 1 for Band 2 Band 2 for Band 3 Band 3 for Band 4 Band 4 for Band 5 Band 5 for Band 6 and other (e.g. Academic A-C, Teacher, Professional Staff HEP1-9)	Approval level 1 plus Band 2 approval for positions that are <u>not within budget</u> , or do not have confirmed non-recurrent/tied funding	Substantive incumbent can put forward a recommendation
3.4 Authority to approve variation to employment contract including: variation to time fraction; individual flexibility arrangement; flexible	For positions <u>within the budgeted</u> establishment: Band C for Band 1	Approval Level 1 plus Band 2 approval for variations that are <u>not</u>	Individual flexibility arrangements must comply with the VU EA 2019 and Fair Work Act 2009. Employee Wellbeing - Flexible Work

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employment cycle; payment of higher duties allowance; change of supervisor; change of campus, parents and carers arrangements; rostered day off	Band 1 for Band 2 Band 2 for Band 3 & 4 Band 3 for Acad D&E and Band 5 Band 4 for all other positions – band 6 and other	within budget, or do not have confirmed non-recurrent/tied funding	Arrangements Procedure
3.5 Authority to approve an academic promotion to the level of Academic B,C,D,E	Band 1		Higher Education Academic Promotions Policy and Procedure Chair and composition of Panel detailed in HE Acad Promotion Policy
3.6 Authority to approve a TAFE teacher to undertake an overseas short term assignment	Band 3		Guidelines for TAFE Teachers on Overseas Short Term Assignment; TAFE Multi Business Agreement
4.0 Remuneration			
4.1 Authority to approve remuneration <u>above</u> standard agreement provisions (including allowances and loadings)	Band C for Band 1 Band 1 for Band 2 Band 2 for all other positions		VU EA 2019; TAFE EA 2019; Remuneration Policy & associated procedures Where a market loading amount is >20% of salary, the Supervisor's Supervisor must approve VU Remuneration Committee (internal) to review as required In consultation with People and Culture (VP, People and Culture and Director, People Partnerships or delegate)
4.2 Authority to approve accelerated incremental progression for professional and academic staff	Band 3		VU EA 2019, clause 24.7
4.3 Authority to approve: casual/sessional staff payments; claims for travel between campuses (note only for those staff without University vehicle) for all staff	Band 6		VU EA 2019
4.4 Authority to approve: overtime, meal and shift allowances, university business travelling allowance, recall to duty payment, transport after unrostered shifts or overtime for all staff	Band 6		VU EA 2019 and TAFE EA
4.5 Authority to approve annual performance bonus	Band C for Band 1 Band 1 for all other positions		Individual contract arrangements
5.0 Leave			
5.1 Authority to approve parental leave & adoption leave; partner leave; and other leave for periods outside of industrial instrument provisions	Chancellor for Band 1 Band 1 for Band 2 Band 2 for Band 3 Band 3 for Band 4 Band 4 for all other staff		VU EA 2019; TAFE EA 2019; Leave Policy; Employee Wellbeing - Flexible Work Arrangements Procedure, Leave Management Procedure
5.2 All other leave, including time off in lieu and leave without pay for >20 days	Chancellor for Band 1 Band 1 for Band 2 Band 2 for Band 3 & 4		VU EA 2019; TAFE EA 2019; Leave Management Procedure

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	Band 3 for Band 4 Band 4 for Band 5 Band 5 for Band 6 Band 6 for all other staff		
5.3 Authority to approve professional development	Chancellor for Band 1 Band 2 for Special Studies Program Band 4 for all other staff (interstate and overseas) Band 5 for all other staff (within Victoria)		VU EA 2019; Professional Development Policy; Special Studies Program Policy; Official Travel Policy Travel Policy & Procedures Special Studies Program Policy and Procedures and SSP Panel recommendations
5.4 Approval of study leave subsidy for Professional Staff	Band 4		VU EA 2019; Professional Development and Performance Planning – Professional Staff Study Support Procedure
5.5 Authority to declare occasional days as a University holiday/s	Band 1		Clause 42.2 VU EA 2019
6.0 Secondments			
6.1 Authority to approve terms and conditions for the secondment of staff; to an external organisation; and coming to the university from an external organisation:	Band 1 for Band 2 Band 2 for Band 3 Band 3 for all other staff		Professional Development & Performance Planning - Secondment Procedure
7.0 Outside Employment and Other Professional Activities			
7.1 Authority to approve outside employment and other professional activities:	Band C for Band 1 Band 1 for Band 2 Band 2 for Band 3 Band 5 for all other staff		Appropriate Workplace Behaviours Policy, Guidelines: Outside Employment and Other Professional Activities Appropriate Workplace Behaviour Policy - Part E Managing conflict of interest Appropriate Workplace Contractual Arrangements
8.0 Resignation and Retirement			
8.1 Authority to endorse advice of resignation or retirement	Chancellor for Band 1 Band 6 for all other staff		VU EA 2019; TAFE EA 2019 A staff member's immediate Supervisor is responsible for receiving and endorsing advice of resignation or retirement
8.2 Authority to approve withdrawal of resignation or retirement	Chancellor for Band 1 Band 1 for Band 2 Band 2 for Band 3 Band 3 for Band 4 Band 4 for Band 5 Band 5 for all other staff		
8.3 Authority to approve pre-retirement contract	Band C for Band 1 Band 1 for Band 2 Band 2 for Band 3 Band 3 for Band 4		VU EA 2019, in consultation with People and Culture

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	Band 4 for Band 5 Band 5 for all other staff		
9.0 Organisational Change, Redeployment, Redundancy, Disciplinary Action and Termination			
9.1 Authority to approve organisational restructure for College or Professional area	Band 1		VU EA 2019; TAFE EA 2019; In consultation with People and Culture
9.2 Authority to approve organisational restructure for an area within a College or Professional area	Band 3		VU EA 2019; TAFE EA 2019; In consultation with People and Culture
9.3 Authority to approve redeployment of a staff member by the recruiting area at the following level	Band 1 for Band 2 Band 2 for Band 3 Band 3 for all other staff		VU EA 2019; TAFE EA 2019; In consultation with People and Culture
9.4 Authority to approve redundancy or early separation for a staff member whose position at the following level has been identified as surplus to requirements	Band 1 for Band 2-3 Band 3 for all other staff		VU EA 2019; TAFE EA 2019; In consultation with People and Culture
9.5 Authority to take disciplinary action against All academic staff	Band 3		VU EA 2019, clause 56.12, Supervisor means: For an academic staff member in a College, a Supervisor will be a Level C academic or above. For an academic staff member NOT in a College, a Supervisor will be a staff member of equivalent standing or seniority. Or Decision Maker as per VU EA 2019, clause 56.8 (a), (b) or (c)
9.6 Authority to take disciplinary action against All professional staff	Band 4		VU EA 2019, clause 56.12 'Supervisor means a staff member who has supervisory and/or managerial responsibility in relation to one or more staff members ' Relevant senior person as described in the VU EA 2019, Or Decision Maker as per VU EA 2019, clause 56.8 (a), (b) or (c)
9.7 Authority to take disciplinary action against TAFE Teacher	Band 4		
9.8 Authority to confirm, amend or withdraw the decision made regarding disciplinary action for academic and professional staff	Band 2 (or nominee) for Academic Staff Vice-President, People and Culture (or nominee) for Professional Staff Band 2 (or nominee) for TAFE Staff	Band 1 (or nominee) following consideration of the Review and Appeals Committee (RAC) or Investigator's report and recommendations per clause 62.8	VU EA 2019, 56.8 Definition of 'Decision Maker'
9.9 Authority to approve suspension for all academic and professional staff	Band 1 or nominee		VU EA 2019, clauses 56.8, 60.1 & 60.7 *or their nominee

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			The Vice-President P&C may approve payment of accrued entitlement to annual leave or long service leave for the duration of the suspension without pay. The Vice-President P&C may direct that salary be paid on the grounds of hardship.
9.10 Authority to approve termination (e.g. dismissal) of staff member for Band 2, all Academic staff and all other staff	Band 1		VU EA 2019 in consultation with People and Culture Consultation with Legal Services where required.
9.11 Authority to approve termination of a Senior Staff Contract for Academic and Professional Staff on a Senior Staff contract	Band 1		Termination of a person on a Senior Staff Contract will be in accordance with the Fair Work Act 2009 except that the required period of notice shall be stated in the contract and will be a minimum of three months, except in cases of termination for serious misconduct as defined in the VU EA 2019.
10.0 Performance			
10.1 Authority to monitor the performance	Band C for Band 1 Supervisor for all academic staff Supervisor for all professional staff		VU Act 2010, section 8(3)(a) VU EA 2019, clause 57
11.0 Waiver (debt/overpayment)			
11.1 Authority to waive debt for salary overpayment	Band C for Band 1 Band 1 for Band 2 Band 2 for all other staff		Consultation with P&C, Legal Services as appropriate
11.2 Authority to waive debt for recovery of relocation expenses	Band C for Band 1 Band 1 for Band 2 Band 2 for all other staff		Relocation and Immigration Assistance for New Staff Policy (24) & Procedure (10,11,12)