



HR Briefing Newsletter

March 2009

Request for Advertising Deadlines for Easter 2009

Due to the Easter closedown period, the deadline for the week commencing Monday 13 April (Easter Monday) has been brought forward. Requests for advertisements will need to be submitted to HR Operations by Tuesday 7 April at 11am in order to appear as follows:

Deadline Date	Publication	Media
Tue 7 Apr (11am)	Fri 17 April	Monash Website
	Sat 18 April	The Age
	Mon 20 April	SEEK, MyCareer, Unijobs
	Wed 22 April	The Australian

Please note that print advertisements will not be placed on the Easter weekend, due to a low level of readership during this period.

New Forms

We have now published a new style, interactive PDF version of the Application for SAP ID form on the HR website.

This form is to be used to advise HR Operations, Human Resources Division of the commencement

or renewal of an unpaid association with the University as:

- A Contractor (includes temporary staff from employment agencies).
- A Monash Affiliate.
- A Visitor (NOT to be used in place of the Visiting Academic Process).

Please note that this form is not to be used for either Adjunct or Honorary staff.

Changes to the Associated Academic Workforce -Adjunct Appointments

A new Adjunct category has been created as part of the associated academic workforce and this was effective from 2 February 2009.

As a consequence of the introduction of adjunct appointments, all existing academic honorary appointments - with some limited exceptions - have been confirmed as adjunct appointments. In this regard, transition letters have been/are being sent by HR in February/March.

As from 1 February 2009 all offers of adjunct appointment will now be generated by the HR Division.

References:

Memo from Andrew Picoulean to Deans and Faculty Managers - 6 February 2009

New appointment procedures:

<http://www.adm.monash.edu.au/workplace-policy/other-appointments/adjunct/>

New form:

<http://www.adm.monash.edu.au/human-resources/forms/adjunct-notification.pdf>

UNIVERSITY HOLIDAYS 2009

Good Friday	Friday 10 April
Easter Saturday	Saturday 11 April
Easter Monday	Monday 13 April
Easter Tuesday	Tuesday 14 April
Anzac Day	Saturday 25 April
Christmas Day	Friday 25 December
Boxing Day	Monday 28 December (in lieu of 26December)

Payroll processing deadlines are not affected by the Easter break

Christmas Closedown Dates

Wednesday, 23 December 2009 (academic/general staff only)
 Thursday, 24 December 2009
 Friday, 25 December 2009
 Monday, 28 December 2009
 Tuesday, 29 December 2009
 Wednesday, 30 December 2009
 Thursday, 31 December 2009
 Friday, 1st January 2010

HR Briefing Session Presentations

Please click / go to on the following link to navigate to the HR Briefing Presentations. The PowerPoint presentation may be downloaded (if required)

<http://www.adm.monash.edu.au/human-resources/briefing/>



Staff Attitude Survey

Preparations for the biennial Staff Attitude Survey are well underway with implementation scheduled to take place between 18 May – 29 May 2009. The 2009 Staff Attitude Survey will continue the primary focus on staff engagement.

Since the 2007 survey, all faculties, divisions and campuses have developed and implemented long term action plans to address many identified issues. For a summary of organisational Action Plans, please visit the [Staff Attitude Survey website](#).

The two organisational priorities identified as a result of the 2007 Staff Attitude Survey were 'leadership' and 'career development'. The organisation has continued to invest in key leadership development initiatives throughout 2008-09 and will be piloting new approaches to career development in 2009. For more information about leadership development initiatives, please visit the [Leadership & Management Development website](#).

As part of its continuous improvement approach to building a positive Staff Experience, Monash University again seeks your support for the 2009 Staff Attitude Survey process in May. The University values staff feedback and prioritises strategies to respond to common improvements areas. It is important that we continue to improve upon our response rate achieved in 2007. Contact lisa.ford@adm.monash.edu.au for further information

Implications of Sending staff to Work in Malaysia

Departments should contact the HR International Office when considering sending a staff member to work in Malaysia for any length of time. There maybe personal income tax implications for those staff as well as corporate tax implications for Monash University. This is particularly the case when Monash University Australia seeks some form of funding from Malaysia for the work done by our staff.

Payment of fees for services rendered in Malaysia made to a non-resident in Malaysia may be subject to withholding tax under the Malaysian Income Tax Act, 1967. This means that when the University invoices Monash University Malaysia for reimbursement of an amount for salaries, Malaysia may be obligated to deduct 13% of that income as withholding tax.

For example, Monash University Malaysia may agree to reimburse salary expenses of \$30,000 and travel expenses of \$1,800 for the services rendered by an academic staff member in Malaysia for 62 days. In this instance the staff member may be required to pay personal tax in both Malaysia and Australia and any invoice raised from Monash University Australia to Monash University Malaysia to recover the \$31,800 expenses incurred is likely to incur 13% withholding tax. The result is that Monash University Malaysia will pay Monash \$27,666 and \$4,134 of the actual income will be sent by Monash Malaysia to the Malaysian Inland Revenue Board.

For further advice please contact Margaret Hamilton at HR International (Ext 56819) or Jane Reed at Corporate Finance Division (Ext 56026).

New HR Resources

A series of guides have been developed to assist managers and staff work through some common problem areas around conflict, change and team building. These guides were developed in consultation with a range of stakeholders from across the University and have targeted areas identified as requiring development from the Staff Attitude Survey as well as anecdotal feedback from managers and staff.

"Guide to Managing Conflict: Positive steps for managing and promoting a healthy workplace culture" – to support managers and staff to identify and manage conflict effectively with the aim of improving outcomes for all parties. The focus is on early intervention techniques, but also provides a framework to help individuals recognise when they need to seek additional advice and support (i.e.. clear breaches of policy - sexual harassment, unlawful discrimination etc). This Guide can be viewed online at <http://www.adm.monash.edu.au/human-resources/leadership-development/managing-conflict.html>.

"Guide to Managing Change" - to support staff prepare for and implement change initiatives as well as being relevant for anyone involved in change who wants to understand the change process in more detail. Provides practical knowledge and strategies to enable you to lead and manage your change effectively. This Guide can be viewed online at <http://www.adm.monash.edu.au/human-resources/leadership-development/managing-change.html>

"Guide to Managing & Optimising Team Performance" – for Monash staff who lead newly established teams, lead teams that are not performing to their potential, lead high performing teams who wish to review and reflect on their team performance, participate as a team member and want to learn more about team functioning and dynamics, and recognise potential issues in teams and seek advice on ways to improve team functioning. Available online in the coming weeks.