

## **TIMETABLE POLICY - APPENDIX A**

Campuses of CSU at which this Policy applies:

- Albury-Wodonga
- Bathurst
- Dubbo
- Orange
- Wagga Wagga
- Port Macquarie
- Wangaratta

Partner Operated Sites at which this Policy applies:

- Nil

## APPENDIX B

### Staff Requests for Timetabling Constraints (Clause 6.2 timetable policy)

#### Full time Academics

- Heads of School pass any request that they consider meets the policy guidelines to the relevant Faculty Executive Dean for assessment.
- Any request that refers to illness or disability should be referred to the Division of Human Resources to be processed under the University's Disability or Return to Work Policies.

#### Examples of Acceptable Requests

1. Logistical impossibilities
2. Cross campus teaching
3. Staff disability
4. Significant caring responsibilities

Note: Relevant documents which the Deans may wish to consult include the "Policy on Balancing Work and Family Responsibilities", "CSU Enterprise Agreement", and "Fair Work Australia National Employment Standards". Additionally, Executive Deans may seek advice from HR.

#### Examples of Unacceptable Requests

1. Issues around location of home. Please note that documented approvals by Head of Schools at commencement of employment are an exception.
2. Research or fieldwork preferences. Research or fieldwork commitments with external stakeholders should be negotiated with the Head of School each session. This example refers to research or fieldwork preferences, which should be arranged around teaching requirements.
3. Other work or professional commitments including Outside Professional Activities. As above, these should be negotiated with the Head of School each session and in accordance with the [Outside Professional Activities Policy](#). This example refers to preferences, which should be arranged around teaching requirements.
4. Faculty/University committee meetings. Wherever possible committee meetings should be scheduled in the Class Free Period. Staff members who experience difficulties in attending meetings scheduled at other times due to teaching commitments should discuss the issue with their Head of School.

## **Fractional Appointments**

Each case will be dependent on the individual's contract as well as any previous verbal agreement between the Head of School and the staff member. Where there is a clear documented need for particular times or days of work (for example, family commitments or restricted availability due to professional activity e.g. dentists, police officers), this would be considered a valid reason for a timetabling constraint.

## **Casual Staff**

It is recognised that whilst some casual staff can be appointed to existing timetabled classes, in many cases it is difficult to locate staff able to teach a particular subject, sometimes at short notice. Therefore in these situations, flexibility may be required in changing the class scheduling to match the availability of casual staff.