

Staff Posting Policy - Ontario

Section 1 - Purpose

(1) This Policy sets out the employment arrangements that apply to all employees posted to Charles Sturt University (the University) Ontario, including travel between Australia and Canada associated with the posting.

Scope

(2) This Policy applies to all continuing employees and fixed term employees of the the University.

(3) This Policy does not apply to casual employees.

Section 2 - Glossary

(4) Nil.

Section 3 - Policy

Part A - Posting Categories

(5) One of the following three categories will apply to postings to Charles Sturt University Ontario, depending on the length of the posting:

- a. Category A: Employees working at Charles Sturt University, Ontario for up to and including two months;
- b. Category B: Employees working at Charles Sturt University, Ontario for more than two months and up to and including six months;
- c. Category C: Employees working at Charles Sturt University, Ontario for more than six months.

(6) Different provisions of this Policy will apply, depending on the posting category.

Part B - Notice of Posting

(7) The relevant Executive Dean or Executive Director will provide the employee with written notice of a posting to Charles Sturt University, Ontario and attach a signed copy of the variation of workload agreement or duty statement.

(8) Unless there are exceptional circumstances, employees working at Charles Sturt University Ontario for up to and including two months (i.e. category A) will be given one month's notice of a posting.

(9) Unless there are exceptional circumstances, employees working at Charles Sturt University Ontario for more than two months (i.e. categories B and C) will be given six months' notice of a posting.

(10) The relevant Executive Dean/Executive Director will advise the Division of Human Resources of the employee's posting to Charles Sturt University Ontario.

Part C - Accepting a Posting

(11) Unless accepting a posting is required by an employee's existing contract of employment, he/she is not required to accede to a request to undertake a category B or C posting.

(12) Academic staff accepting a posting for the purposes of teaching must commence duty at least two weeks prior to the commencement of classes and remain on duty for at least two weeks after the completion of classes.

Part D - Domestic Laws in Canada and Australia

(13) An employee accepting a posting must do so in writing and provide a written undertaking to comply with the domestic laws of Canada and of the Province of Ontario, together with any domestic laws of Australia that may still apply during the overseas posting.

(14) Charles Sturt University Ontario qualifies as 'a special work site' in accordance with Australian taxation law, and the benefits provided in Canada generally do not attract an additional taxation liability. However, if an employee posted to Ontario chooses to rent their principal Australian residence during his/her posting, then that income is taxable under Australian law.

(15) Employees posted for more than six months (or 183 calendar days) (i.e. category C) must meet with the Employee Relations Officer or Director for a briefing, and then seek independent taxation advice about their obligations under the requirements of the Australian Taxation Office and the Canada Revenue Agency. Charles Sturt University will reimburse reasonable costs incurred by the employee in seeking this independent advice.

(16) Employees posted to Ontario for up to and including six months (i.e. categories A and B) would not normally need to seek independent taxation advice, unless they believe that they have personal circumstances that might create specific taxation liabilities. The Employee Relations Officer or Director can assist in determining if such special circumstances exist.

Part E - Immigration Requirements

(17) Employees working at Charles Sturt University Ontario for more than two months (i.e. categories B and C) will need to have visas and work permits.

(18) The employee will be responsible for arranging all personal documents necessary for immigration requirements and for working overseas.

(19) The Division of Human Resources will undertake the processing of all necessary visas, work permits and police checks required by the employee and the employee's partner and dependent children, where their travel expenses are to be met in accordance with this Policy. The Division of Human Resources will require a minimum of three months' notice to undertake the processing.

(20) Charles Sturt University is unable to organise work permits for family members who have accepted an employment offer from a Canadian employer prior to departing from Australia.

(21) Employees are responsible for undertaking all processes for passports and international driving licences required by the employee and the employee's family members. Upon submission of tax invoice receipts, Charles Sturt University will reimburse reasonable costs incurred by the employee in obtaining passports and international driving licences.

Part F - Health Requirements

(22) An employee given notice of travelling to and working at Charles Sturt University, Ontario for more than two months (i.e. categories B and C) must disclose any pre-existing medical conditions and, if required, undergo a medical assessment at the the University's expense for the purpose of determining whether or not it would be safe for the employee to undertake the posting.

(23) The the University will reimburse the employee for reasonable costs for any necessary inoculations, pre-travel treatments or medical assessments.

Part G - Travel Arrangements and Expenses

(24) Travel arrangements will be made in accordance with the the University's Travel Policy .

(25) The the University will meet all costs associated with travel to the posting by the employee and, when travelling in accordance with this Policy, the employee's partner and dependent children.

(26) Travel expenses include:

- a. travel insurance;
- b. any overnight accommodation en route that may be required due to planned or unplanned late arrival of flights;
- c. reasonable excess personal baggage charges;
- d. ground transport between the employee's residence and the airport on departure, and the airport and the employee's residence on arrival; and
- e. all excess baggage charges related to the transportation of teaching materials or other items required for work purposes while on the posting. NOTE: Where possible, teaching resources and other items required for work purposes at Charles Sturt University, Ontario should be mailed.

(27) Employees travelling to and working at Charles Sturt University Ontario for up to and including two months (i.e. category A) will operate in accordance with the Travel Policy for normal international business travel but, where possible, they will utilise the existing pool of cars for any local travel and be housed in serviced apartments rather than a hotel or motel.

(28) Employees posted for more than two months (i.e. categories B and C) will not have access to travel allowances or reimbursement of living expenses. They will be compensated for the additional costs of residing in Ontario through the relevant clauses in this Policy.

Part H - Accompanied Postings

(29) The travel and accommodation costs for an employee's partner and any dependent children accompanying the employee will be met for an employee posted for more than two months (i.e. categories B and C). This benefit will be available only once, for any time during the posting.

(30) Partners and dependent children of employees posted for more than six months (i.e. category C) who are not able to accompany the employee for the duration are eligible for expenses for one return trip for each completed period of six months or, alternately, the employee is eligible for expenses for one return trip to Australia after each completed period of six months.

Part I - Personal Effects

(31) Where it is necessary for an employee to store personal effects while on a posting of more than two months (i.e.

categories B and C), the actual cost incurred by the employee will be reimbursed. Personal effects may include storage of one motor vehicle.

(32) The actual storage cost includes the cost of adequate insurance coverage while in storage.

(33) Costs will not be reimbursed if storage is required because the principal residence is being leased or rented.

(34) An employee seeking reimbursement for storage costs must obtain and submit quotes from three storage facilities, where possible.

Part J - Household Insurance

(35) Where it is necessary for an employee to pay an additional household insurance premium for his or her usual residence while absent on a posting for more than two months (i.e. categories B and C), the additional premium will be reimbursed to the employee on submission of a tax invoice receipt.

Part K - Housing in Ontario

(36) Housing of an acceptable standard and reasonably suited to the needs of employees, i.e. furnishings, basic appliances, basic kitchen utensils, and basic Manchester items, will be provided by the the University for employees on a posting of more than two months (i.e. categories B and C).

(37) This accommodation is an exempt fringe benefit under Australian taxation law, providing an appropriate declaration is completed by the employee. The declaration must be in the form approved by the Commissioner of Taxation. The approved Living Away from Home Declaration , obtained from the website of the Australian Taxation Office, is attached to this Policy.

Part L - Motor Vehicles

(38) The the University will provide a pool of motor vehicles for the purpose of official business travel. The number of vehicles will be determined by the Executive Director, Financial Services, according to the number of posted staff and the nature and volume of academic and administrative activity.

(39) Employees will be required to pay for all petrol costs associated with any private travel (including travel to and from work).

(40) Petrol costs associated with extended work travel or official business travel (e.g. practicum supervision) that is agreed in advance with the Associate Head and authorised through a Travel Authority will be reimbursed upon submission of receipts.

Part M - Special Leave

(41) An employee proceeding on a posting of more than two months (i.e. categories B and C) will be granted two days' special leave prior to departure and two days' special leave immediately upon arrival at the posting.

(42) An employee returning from a posting will be granted two day's special leave prior to departure and two days' special leave for domestic re-establishment upon return to Australia.

Part N - Salary Payment

(43) Salary payments to an employee while on a posting of any duration will be made to the employee's usual Australian bank account in Australian dollars.

(44) Employees posted for more than two months (i.e. categories B and C) will receive a salary loading for a cost-of-living adjustment for the duration of the posting. This loading will be at the rate of \$554 per fortnight and forms part of the taxable income of the employee.

Banking arrangements

(45) Personal banking arrangements while on a posting are the responsibility of the employee.

(46) Employees are advised to seek advice on what fees and costs are associated with currency conversions. Employees may wish to make banking arrangements with Australian banks that have no conversion fees with particular Canadian banks.

Part O - Health Insurance

(47) Employees travelling to and working at Charles Sturt University Ontario for less than six months (i.e. categories A and B) are covered under Charles Sturt University's corporate travel insurance policy. Employees are encouraged to review the level of coverage. They may choose to gain additional travel insurance at their own expense.

(48) Employees travelling to and working at Charles Sturt University Ontario for more than six months (i.e. category C) will have access to additional coverage as deemed appropriate for the duration of the posting.

Part P - Medical Evacuation

(49) The the University will maintain an adequate insurance policy to cover the medical evacuation of the employees and accompanying family members during a posting.

Part Q - Annual Holidays

(50) Annual holidays will only be authorised during the Ontario campus shut-down times (i.e. Easter, March break and Christmas).

(51) Annual holidays may be authorised en route to a posting or at the conclusion of a posting and prior to return to Australia. Authorisation is to be part of the Charles Sturt University Ontario Posting Agreement.

(52) Any additional travel costs associated with this annual leave, including additional cost of airfares, are the responsibility of the employee.

Part R - Orientation

(53) Prior to an employee's departure on a posting to Charles Sturt University, Ontario, the the University will provide an orientation programme with a view to preparing the employee to deal with:

- a. Charles Sturt University's policies and procedures as they relate to their posting and their duties and responsibilities in Canada; and
- b. the social, climatic and legal differences between Canada, in particular the Province of Ontario, and Australia.

Part S - Operational Implementation

(54) An employee must not proceed on a posting of more than two months (i.e. categories B and C) unless the Charles Sturt University Ontario Posting Agreement and a variation of the workload agreement or duty statement have been signed.

Part T - Post-return Briefing

(55) For the purpose of improving policies and procedures, employees returning from Charles Sturt University Ontario may be asked to complete a questionnaire to provide the Executive Director, Human Resources with relevant feedback.

(56) Feedback on any academic matters should be raised with the Executive Dean.

Section 4 - Procedures

(57) Nil.

Section 5 - Guidelines

(58) Nil.

Status and Details

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