

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0430.01
Title:	Employment Delegations	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Policies Committee	Approval Date: 21 Jun 07	Effective Date: 21 Jun 07
Previous Policy Number	n/a	Review Date: as required
Contact Authority:	Director: Organisational Development	Status: current

Purpose This policy sets out the delegation of authority from the Chief Executive pertaining to the Employment of staff.

Background

Statutory Compliance Employment Relations Act 2000
State Sector Act

National Guidelines

Policy and Procedure

1. **Scope**
This policy covers authorities for engagement of all categories of staffing eg. employees, guest lecturers, contracted academics and paid PEAC members.
2. **Chief Executive**
As determined by the State Sector Act, the Chief Executive is the Employer of all Polytechnic employees.
3. **Appointment Delegations**
 - 3.1 All appointment follow recruitment and selection policy and procedures as per Policy MP0431.01
 - 3.2 **Leadership Team**
As a team, Leadership Team (not individuals) may approve staffing that has not been provided for in the budget, provided it is cost neutral eg. new ventures, new positions.
Budgeted
 - If over \$30,000, Joint Leadership Team, COO or CEO**Unbudgeted**
 - If over \$5,000K, authorisation from Joint Leadership Team, Chief Operating Officer or Chief Executive.
 - 3.3 **Individual Leadership Team Members**
May approve staffing that is within their Group salary and FTE budget.
Budgeted
 - If from \$5,000 - \$30,000 authorisation from Group Manager**Unbudgeted**
 - If under \$5000, authorisation from Group Manager

There are some crosschecks which should be considered before any approvals are made.



Namely:

- (a) the FTE component remains the same
 - (b) the dollar value of the position remains relatively the same (within 10%), acknowledging this is person dependant but in general it is desired that the replacement is at a lower \$ value
 - (c) assessed or estimated student EFTS will be equal to or greater than the prior year or those budgeted. If not we need to look at the affect programme by programme. In many cases the staffing resource should diminish.
 - (d) affects of:
 - room resourcing
 - appointment costs
 - IT and phone considerations
 - (e) can the requirements for the position or tasks be met from existing resource?
 - (f) for general staff the position external market conditions must be considered
 - (g) please note that Otago Polytechnics' conditions of employment, on top of base salary, should always be factored as part of the total package.
4. Head of School/Service Managers may, approve staffing which has been provided for in the Department salary and FTE budget or forecast whichever is relevant up to \$5k, authorisation from HoS/HoP
 5. Director: Organisational Development
May enter into settlements of up to \$15,000.
 6. Disciplinary/Termination Delegation
Only the Chief Executive can authorise termination of employment, this will usually be done on a Leadership Team member's recommendation. The actual implementation of the Chief Executive's decision to terminate employment may be made by a Leadership Team member.
 - 6.1 For Disciplinary Management Policy see MP0444 Performance Problems and code of conduct.

Referral Documents

Delegation of Procedures

