

# The University of Auckland HR Delegations Schedule

Effective from: 20 April, 2020

## Position Management Approvals

Approval type	Approval required	Approvers
Financial Approval	Approval by Finance that the position falls within the budget	<b>DFO, Finance and Business Manager</b>
One-up Manager Approval	Approval by the one-up manager to create or update a position	<b>One-up Manager</b>
Function owner approval	Approval by the Function Owner that creation of a new position within the function is within FTE caps and other requirements	<b>Function Owner</b>

## Job-opening Approvals

The primary control over initiating recruitment is the approval of positions in PeopleSoft HR. Only active (approved) positions with vacant capacity are available for recruitment in SmartRecruiters.

Advertised recruitment requires a final review by the recruitment team before the advertisement is released to job boards. Individual business units can elect to have an additional job-opening approval. The business unit is responsible for managing these approvals, including communicating to their teams who can approve and how this is managed in the absence of the regular approver.

Approval type	Hire type	Business Units	Approvers
Advertised Job Opening (option 1)	All advertised	ABI, Central Services, Arts, B&E	<b>Recruitment Team</b>
Advertised Job Opening (option 2)	All advertised	CAI, EDSW, Engineering, Law, FMHS, Liggins, Science	<b>Business Unit Approver then Recruitment Team</b>
Referral Job Opening (option 1)	Fixed-Term	ABI, Central Services, Arts, B&E, EDSW	None
Referral Job Opening (option 2)	Fixed-Term	CAI, Engineering, FMHS, Law, Liggins, Science	<b>Business Unit Approver</b>

## Contract Approvals

All offers of employment require approval. Contracts for Permanent and Fixed-Term hires (high risk) are subject to a two-step approval process, which involves **HR Services** and then the **Contract Approver**. Contracts for GTA, TA, Casual and Honorary (low risk) hires are approved by the **Contract Approver** only.

The **HR Services** approval ensures that:

- The offer is consistent with employment law
- The offer is consistent with the collective agreements
- The amount of the offer is consistent with the work to be undertaken
- There are no errors in the offer

The **Contract Approver** is agreeing that:

- The proper hiring process has been followed
- The offer is equitable
- The person receiving the offer is an appropriate hire
- The department has approved budget to support the hire

### Definition of Hiring Manager

The hiring manager is the position that the role being hired into reports to, except when the role is:

- A Professor / Honorary Professor – in which case the **Dean** is the Hiring Manager
- A GTA or TA – in which case the **GTA Coordinator** is the Hiring Manager

### Contract approval rules for each hire type and business unit

Hire type	Approved delegate
PROFESSIONAL Permanent and Fixed Term	<p><b>Salaries within the Developing or Target zones require Hiring Manager's one-up approval</b></p> <p>The one up approval can be delegated to the <b>HR Director</b> or <b>Associate Director HR Advisory</b>.</p> <p>Offers above Target zone maximum must also be approved by the <b>Remuneration and Rewards Manager</b>.</p> <p>Offers above the remuneration range maximum must also be approved by the <b>HR Director</b>.</p> <p><b>Internal appointments:</b> increases above <b>10%</b> must also be approved by the <b>Associate Director, HR Advisory</b>.</p>
ACADEMIC Permanent and Fixed Term	<p><b>Salaries within published remuneration ranges, or at the minimum of the AP &amp; P scale, then Hiring Manager's one-up</b></p> <p>The one-up approval can be delegated to the <b>Associate/Deputy Dean or Associate/Deputy Director</b>, the HR Director or Associate Director HR Advisory. Offers above the minimum of the Professor and Associate Professor scale must also be approved by the <b>HR Director</b>.</p>
GTA, TA and Casual	<p>Hiring Manager's <b>one-up</b></p> <p>The one-up approval can be delegated to the <b>DFF, DFO or DFO's direct reports</b></p>
Honorary	The <b>Dean</b>
Honorary Professor	The <b>Vice-Chancellor</b>

**Internal appointments, timesheet approvals, and exceptions to standard recruitment rules**

Type of HR Delegations	UOS Tier				Approved Delegate	Sub-delegations
	0	1	2	3		
<b>Academic Heads (AH)</b>						
Recommendation to appoint head			✓		Dean	No sub-delegations
Set VSP and enhanced RSL in line with HR policy provisions			✓		Dean	No sub-delegations
Recommend a second term			✓		Dean	No sub-delegations
Approval to extend current Head's term by up to one year			✓		Dean	No sub-delegations
Approval to appoint a Deputy Head			✓		Dean	No sub-delegations
Approval to appoint Head		✓			VC	No sub-delegations
Approval for a second term		✓			VC	No sub-delegations
Offer to appointee within the terms and conditions approved			✓		Dean	No sub-delegations
<b>Transfer from Senior Tutor to Lecturer/Senior Lecturer</b>						
Recommendation for transfer to Dean				✓	Academic Head	
Approve or decline the application after consultation with the FSC			✓		Dean	
Approve grade and salary step or alternative arrangements			✓		Dean	
Offer and negotiates terms and conditions within approved terms				✓	Academic Head	
<b>Dean</b>						
Set terms and conditions including total remuneration		✓			VC	No sub-delegations
Approve or decline appointment		✓			VC	No sub-delegations
Make offer and negotiate terms and conditions		✓			VC	No sub-delegations
			✓		HR Director	No sub-delegations
<b>Casual Employees</b>						
Authorised to sign off timesheets				✓	HOD	Hiring Manager
<b>Professional Staff</b>						
Approval of a fixed term position becoming permanent				✓	Associate Director, HR Advisory	
Recommendation for out of cycle bonus or salary increase above 5% or above target zone maximum				✓	Manager	
Approval of out of cycle bonus or salary increase above 5% or above target zone maximum				✓	Associate Director, HR Advisory	
Recommendation for an exception to advertising a position				✓	Manager	
Approval of exception to advertising a position				✓	Associate Director, HR Advisory or AD Talent & Recruitment	

Type of HR Delegations	UOS Tier				Approved Delegate	Sub-delegations
	0	1	2	3		
<b>Other appointment Delegations</b>						
Approval to appoint a relative who will be a direct report			✓		Dean	
			✓		Director	
				✓		Academic Head
				✓		Manager
<b>Contracts for Service</b>						
Application for Contracts for Service to Engage an Independent Contractor.				✓	Academic Head, Director	

### Approval of leave

Type of HR Delegations	UOS Tier				Approved Delegate	Sub-delegations
	0	1	2	3		
<b>Annual Leave</b>						
May approve changes to the procedures for planning and approving leave			✓		Dean	
			✓		Director	
Approve or decline leave requests and changes to approved leave			✓		Dean	
			✓		Director	
				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
Direct staff to take leave			✓		Dean	
			✓		Director	
				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
Written approval to take annual leave in anticipation of entitlement				✓	Academic Head	Supervisor
				✓	Manager	
Responsible for ensuring all new staff on fixed term or permanent agreements have a discussion on leave and a leave plan is in place				✓	Academic Head	
				✓	Manager	
Ensure annual leave is recorded in PeopleSoft			✓		Dean	
			✓		Director	
				✓	Academic Head	
				✓	Manager	
Manage annual leave accumulation within budgetary constraints			✓		Dean	
			✓		Director	
				✓	Academic Head	
				✓	Manager	
<b>Sick Leave</b>						
Approve or decline sick leave			✓		Dean	
			✓		Director	
				✓	Academic Head	
				✓	Manager	

Type of HR Delegations	UOS Tier				Approved Delegate	Sub-delegations
	0	1	2	3		
Approval for sickness during annual or long service leave to be debited as sick leave				✓	Academic Head	Supervisor
				✓	Manager	
Approval to anticipate sick leave				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
<b>Jury Service</b>						
Approve request to be excused in writing				✓	Academic Head	
				✓	Manager	
<b>Bereavement Leave</b>						
Approve or decline Bereavement, Tangihanga Leave				✓	Academic Head	Supervisor
				✓	Manager	
Approve, as an exception, the taking of annual leave or leave without pay as an alternate to Bereavement, Tangihanga Leave				✓	Academic Head	
				✓	Manager	
<b>Other Leave</b>						
Permission for unused leave in lieu to be carried forward to the next calendar year				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
Able to grant leave with or without pay			✓		Dean	
			✓		Director	
<b>Parental Leave</b>						
Approval for special paid parental leave application			✓	✓	Dean	Academic Head
			✓	✓	Director	Manager
Confirmation of parental leave application					HR	
Approve (for female staff member) up to 10 days of special leave without pay for reasons connected with pregnancy				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
Approve (for male staff member) up to 14 continuous days of special leave without pay for reasons connected with his partner's pregnancy or adoption				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
<b>Research and Study Leave</b>						
Recommendations on RSL applications to Faculty Staffing Committee				✓	Academic Head	
Recommendation to accept RSL application (including amount of grant in aid within policy levels) to Dean					Faculty Staffing Committee (FSC)	

Type of HR Delegations	UOS Tier				Approved Delegate	Sub-delegations
	0	1	2	3		
Approve or decline application (including levels of Grant in Aid) for each applicant			✓		Dean	
Approve conference leave of up to two weeks. No grant in aid provided				✓	Academic Head	
Endorse Leave report				✓	Academic Head	
Endorse leave report after FSC received it for information			✓		Dean	
Approve minor changes in approved leave				✓	Academic Head	
Approval all other changes in approved leave			✓		Dean	
Approve date of future eligibility for RSL			✓		Dean	
<b><i>Accident leave and Weekly Compensation</i></b>						
Complete and approve documentation to enable injury claim to be reviewed and accepted or declined				✓	Academic Head	Supervisor
				✓	Manager	Supervisor
Approval for sick leave entitlements to go into deficit				✓	Academic Head	
				✓	Manager	

#### UOS Level Definitions

Level 0 – University Council (or sub-committee thereof)

Level 1 – Vice-Chancellor

Level 2 – HR View: Deans, Directors, DVC's and PVC's

Level 3 – HR View: Academic Heads, Level 3 Managers on the University Organisational Structure