



# Recognition of Prior Service procedure

## Section 1 - Preamble

(1) This Procedure is effective from 6 July 2017.

## Section 2 - Purpose

(2) This Procedure outlines the processes involved in recognising prior service for staff new to the University.

## Section 3 - Scope

(3) This Procedure applies to all staff of the University.

## Section 4 - Policy

(4) This Procedure is pursuant to the [Employment of Staff policy](#).

## Section 5 - Procedure

(5) The University recognises a staff member's prior service at other organisations as stipulated in clause 9 of the [Deakin University Enterprise Agreement 2017](#) in the following instances and for the following purposes. In limited circumstances the Executive Director, Human Resources may at their discretion recognise service at organisations other than those specified in this Procedure.

### Sick leave

(6) A staff member who has been employed at any of the organisations listed below will be entitled to have their sick leave credits transferred from that organisation to the University where any break in service does not exceed 12 months between the date the staff member ceased employment with the organisation and when they commenced employment with the University:

- a. Australian universities and the Australian Maritime College;
- b. Australian Technical and Further Education (TAFE) organisations and any State or Federal departments of education;
- c. Public hospitals for Academic staff employed within the School of Nursing and Midwifery and the School of Medicine, provided that the staff member's employment was directly related to the requirements of their appointment.

### Long service leave

(7) The University recognises service from the following organisations for the purpose of determining long service leave entitlements, provided that the break in service between one of these organisations and the University is less

than five years. For all staff employed after the date of certification of the [Deakin University Enterprise Agreement 2017](#) these organisations are:

- a. Australian universities and the Australian Maritime College;
- b. Australian Technical and Further Education (TAFE) organisations and any State or Federal departments of education;
- c. Public hospitals for academic staff employed within the School of Nursing and Midwifery and the School of Medicine provided that the staff member's employment was directly related to the requirements of their appointment.

(8) A staff member who has been employed on previous fixed-term appointments with the University will have breaks in service of up to six months recognised for access to long service leave entitlement, but not for calculating the accrued entitlements.

(9) For the purpose of determining a staff member's entitlement to long service leave, the following will not count as service:

- a. any period of service subsequent to the date from which a pension is payable under the provision of the [Superannuation Act 1992 \(Cth\)](#) or such other pension schemes as may apply where the staff member retires on the ground of age or ill-health
- b. any period of service for which payment in lieu of long service leave has been made by a previous employer or for which a staff member has an entitlement to payment in lieu of long service leave by a previous employer (as per clause 9 of the [Deakin University Enterprise Agreement 2017](#)), provided that any such period of service will be included for the purpose of satisfying the requirement that a minimum of seven years be served before long service leave may be taken.

(10) Where service with another organisation is recognised for the purpose of determining long service leave entitlement, the Executive Director, Human Resources or nominee may require that a period of service with the University not greater than three years be completed before the staff member is eligible to take long service leave.

(11) The amount of service with previous organisations recognised for long service leave purposes will not exceed seven years and no accrued entitlement of leave will be accepted by any prior employer.

### **Claims for recognition of prior service for sick leave and long service leave**

(12) Human Resources Division (HRD) will advise all new staff members of their entitlement to apply for recognition of prior service with their letter of appointment.

(13) Where a staff member considers that they are eligible to have sick leave credits transferred or have prior service recognised for the purpose of long service leave, the staff member must make an application in writing to HRD within 12 months from the date of their appointment to the University.

(14) The Executive Director, Human Resources will, no later than 12 months from the date of the staff member's application, notify the staff member in writing of the number of sick leave credits which have been transferred and/or the amount of service with previous employers that has been recognised by the University for long service leave purposes.

(15) A staff member's claim for recognition of prior service will only be approved upon the production of evidence satisfactory to the University.

## Eligibility for service awards

(16) For the purposes of determining a staff member's eligibility for a University Service Award, service is deemed to include service with the University and with the following antecedent institutions:

- a. Toorak Campus
  - i. Toorak Teachers' College (1951)
  - ii. Toorak State College (1973)
  - iii. Victoria College (1981)
  - iv. Mercer House (1951)
- b. Burwood Campus
  - i. Burwood Teachers' College (1954)
  - ii. Burwood State College (1973)
  - iii. Victoria College (1981)
- c. Geelong Campus
  - i. Gordon Institute of Technology
  - ii. Geelong Teachers' College (1952)
  - iii. Geelong State College (1973)
- d. Rusden Campus
  - i. Monash Teachers' College (1965)
  - ii. Rusden State College (1973)
  - iii. Victoria College (1981)
  - iv. Larnook (1951)
- e. Warrnambool Campus
  - i. Warrnambool Technical School (1922)
  - ii. Warrnambool Technical College (1958)
  - iii. Warrnambool Institute of Advanced Education (1969). Affiliated with Victoria Institute of Colleges (1970)
  - iv. WIAE separated from WTC.
- f. Prahran Institute of Advanced Education
  - i. Victoria College (1981)

Deakin University staff who were members of the staff of Prahran College of Advanced Education when it merged with Victoria College in 1981 will have their service with the College recognised for the purposes of the application of this Procedure.

## Section 6 - Definitions

(17) There are no definitions arising under this Procedure.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	6th July 2017
<b>Review Date</b>	6th July 2020
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	3rd July 2017
<b>Expiry Date</b>	To Be Advised
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