

MEMORANDUM

To: Heads of Budget Divisions, Heads of Academic & Administrative Departments, Faculty General Managers and Department Managers

From: Nigel Waugh, Vice-Principal (Human Resources)

Date: 19 May 2008

Title: Membership Subscriptions Policy



THE UNIVERSITY OF
MELBOURNE

Background

At its meeting on 30 April 2008, the Human Resources and Advisory Committee (HRAC) approved amendments to the Membership Subscriptions Policy which provide greater clarity regarding the payment of personal membership subscriptions for staff.

Following broad staff consultation via the Human Resources Policy Consultation Website, changes were reported to Planning and Budgets Committee on 14 May 2008.

Policy Changes

The Membership Subscriptions policy has been amended to provide greater clarification regarding entitlements as follows:

- be clearly inclusive of academic and professional staff;
- reflect arrangements arising out of the Reward, Recognition and Retention Framework (such as the payment of membership subscriptions as part of local RRR arrangements);
- address concerns by departments regarding the cost of corporate membership vs. single personal membership;
- clarify the ability of staff to negate the cost of membership subscriptions to relevant professional bodies via their individual tax returns.

It is important to note that the policy now lowers the delegation to approve Membership Subscriptions from Heads of Budget Divisions to Heads of Department (or equivalent). Heads of Departments have the delegation to approve the payment of a personal membership subscription where funding is available to cover the cost of the subscription and where it meets one of the five criteria listed in the policy (refer to policy attached Section 23.7.3.2).

Please do not hesitate to contact your Human Resource Consultant should you have any further queries.

Mr N Waugh
Vice-Principal (Human Resources)

Attachment 1: Membership Subscriptions Policy

23.7. Membership Subscriptions

(Last amendment: May 2008)

23.7.1. Overview

Where appropriate, the University may pay (part or full) membership subscriptions for staff; where that subscription is determined to be beneficial to the staff member and the University, and is related to the staff member's position.

23.7.2. References

- Committee of Deans Meeting No. 9/1992 (15/10/92) - Policy approved.
- Human Resources Advisory Committee : April 2008

23.7.3. Policy

23.7.3.1. Eligibility

Academic and professional staff employed on continuing or fixed-term contracts, on a full or part-time basis are eligible to apply for payment of work related personal membership subscriptions. In the case of fixed-term staff, eligibility for payment of membership subscriptions ceases at the date of expiry of the contract. Casual staff are not covered by this policy.

Note: As an alternative to this policy, staff may independently claim such work related payments as tax deductions on their individual tax returns.

23.7.3.2. Rules for Payment of Personal Membership Subscriptions

Heads of Department (or equivalent) have the delegation to approve the payment of a personal membership subscription where funding is available to cover the cost of the subscription, and:

1. such a payment was agreed as a Condition of Appointment for the staff member concerned; or
2. such memberships are required by the University; or
3. local arrangements exist in a department for payments of professional and/or personal memberships as a reward and recognition strategy, and a Head of Department has initiated such a reward to the staff member concerned (note this would normally be for one subscription period and subject to annual review as part of the PDF process); or
4. a corporate membership is not available and a single personal membership is substituted on behalf of the Department or Faculty/Division enabling a significant and demonstrable advantage other than simply a single individual benefit to accrue to the Department or Faculty/Division. e.g. for receipt of a journal that is placed in a Departmental collection; or
5. a corporate membership is available however a single personal membership is substituted on behalf of the Department or Faculty/Division enabling a significant and demonstrable advantage other than simply a single individual benefit to accrue to the Department or Faculty/Division. eg. for receipt of a journal that is placed in a Departmental collection.

Heads of Departments (or equivalent) may not approve payment of a personal subscription on any other basis. However, corporate membership, (that is of the Department or Faculty/Division), may be subscribed to at the Head's discretion.

Where a Head of Department (or equivalent) is in any doubt about the University policy in this matter, the case should be referred to the Vice-Principal (Human Resources).

23.7.4. Procedures

A staff member wishing to be reimbursed for a personal membership subscription should forward a written request for payment to their Head of Department. The request should indicate under which of the above approval categories the request has been made. If the request satisfies one or more of the approval criteria, and funding is available, the Head of Department may approve.