Overview
This process explains how to action the offer to work on a new topic. The offer is valid for seven (7) days, should there be no response there is no obligation for the University to offer again.

Positions Responsible
Casual Academics

System Steps
You will receive two emails to your Flinders University email account advising that you have been offered work in a new topic. You are receiving this task because a School Administrator or Topic Coordinator has identified you as being suitable for casual work on a particular topic and have therefore requested that you be offered work on the topic. You will receive an Estimated Work Schedule (EWS) and Casual Academic Employment terms and conditions for you to accept if you wish to commence work in this topic.

1. Login to FlindersPro
2. Go to the Tasks tab and select ‘Offer of Casual Academic Employment for (Topic)

3. The ‘Estimated Work Schedule and associated Offer of Casual Academic Employment’ form will be displayed
Estimated Work Schedule and associated Offer of Casual Academic Employment

Please review the Estimated Work Schedule (EWS) below which is being offered for Copywrite Law, Law.

The Topic Coordinator for Copywrite Law is Aarond Rimmer.

To accept the offer of employment in this Topic you must read and accept the Casual Academic Employment Agreement by clicking “Accept”.

EWS for Copywrite Law

<table>
<thead>
<tr>
<th>Topic Name</th>
<th>Copywrite Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Law</td>
</tr>
<tr>
<td>Topic Coordinator</td>
<td>Aarond Rimmer</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:lunoa.tergo@flinders.edu.au">lunoa.tergo@flinders.edu.au</a></td>
</tr>
</tbody>
</table>

Estimated Weekly Schedule

<table>
<thead>
<tr>
<th>Period Start Date</th>
<th>Period End Date</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Pay Code</th>
<th>Schedule Type</th>
<th>Semester</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>28/07/2014</td>
<td>31/10/2014</td>
<td>2</td>
<td>D1</td>
<td>Single</td>
<td>92</td>
<td>2014</td>
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</table>

FLINDERS UNIVERSITY – CASUAL ACADEMIC EMPLOYMENT AGREEMENT

Flinders University is pleased to offer you casual employment on the basis of the EWS above. Please note that the EWS may be varied subject to operational requirements.

The Terms and Conditions that will govern your casual employment with Flinders University are detailed below. Each EWS and associated Offer of Casual Academic Employment is separate and distinct from any other and bound by the Agreement below.

By clicking “Accept” you are agreeing to the following:

You will undertake the offered engagement to an acceptable standard as determined by Flinders University as per clause 6.2 in the prevailing Enterprise Agreement.

You understand that your EWS may be varied due to operational requirements.

Please note that if no response is received within 7 days of this Employment offer, there is no obligation for the University to offer you the EWS detailed above.

Terms & Conditions - Employment Information

Employment Information for Casual Academic Employees including rates and descriptors are outlined below:

Casual Academic Staff - Rates and Descriptors

You will be paid on a fortnightly basis at the appropriate rates outlined in the above Estimated Work Schedule.

Payment in respect of any variation to your Work Schedule will require prior approval by the relevant Topic Coordinator.

You are advised that Flinders University reserves the right to recover any outstanding money owed by you for the payment of work agreed but not undertaken. Any overpayments will be recovered in the next available pay cycle(s) unless alternative arrangements have been agreed.

This casual engagement with the University is covered by the prevailing Flinders University Enterprise Agreement which can be accessed on the Human Resources website below.

4. Review the terms and conditions and complete the declaration to confirm that you accept the terms and conditions.
5. Accept/Decline the offer

**Next Stage**

If the offer is accepted, work can now commence in the topic.

If the offer is declined, work cannot commence in the topic and the process will need to be repeated for any future offer of work for this topic.