Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Casual Academic Appointments


Last Amended: Senior Vice-President, 7 November 2014

Nature of Amendment:
7 August 2014 - Enterprise Agreement 2014 to 2017
Amendment to reflect changes to Superannuation Guarantee Legislation and to clarify that superannuation will be paid on all ordinary time casual earnings

Date Last Reviewed:

Responsible Officer: Director, Human Resources

ENTERPRISE AGREEMENT 2014–2017, CLAUSE C5 CASUAL ACADEMIC APPOINTMENTS

C5.1 [Rationale for engagement] Casual appointments will normally be made where some level of flexibility and/or particular expertise is required by the University in order to provide adequate teaching and teaching related duties.

C5.2 [Descriptors and Rates of Pay] The rate of pay includes a loading in lieu of benefits not provided to casual staff including all leave entitlements (with the exception of long service leave). Rates applicable to casual academic work and the relevant descriptors are set out in Schedule 7 of this Agreement.

C5.3 [Casual work undertaken by non-casual employees] An employee in a fixed-term, convertible or continuing appointment (whether full- or part-time) may engage in additional work as a casual employee subject to:

C5.3.1 the work being unrelated to, or identifiably separate from, the employee’s normal duties; and

C5.3.2 the employee not being eligible for payment for that portion of their total work which exceeds the equivalent of a full-time appointment

C5.4 [Superannuation] The employer superannuation contribution as specified in the Superannuation Guarantee Legislation will be paid, for all ordinary time casual earnings, regardless of any legislated monthly income threshold, for employees engaged in accordance with, and covered by the terms of, this Agreement.
Procedures

1. Terms and Conditions

The terms and conditions of employment, including start and expected end date, duties, anticipated number of sessions/hours required and rate(s) of pay will be specified in the Casual Engagement documentation.

2. Casual Employment Form

The Casual Engagement documentation will be completed by the casual employee's supervisor and signed by the employee prior to the commencement of duties.

3. Variation

The casual employee will be advised of any variation to her/his duties.

4. Payment

Payment will be made on the basis of sessions/hours worked, details of which should be submitted and approved in a form endorsed by the University.

Related Links

Employment – Academic Staff (Enterprise Agreement clause C2)
Casual Academic Staff - Rates and Descriptors (Enterprise Agreement Schedule 7)
Conversion from Academic Casual to Sessional Fixed-Term Employment