Conversion from Academic Casual to Sessional Fixed-Term Employment

Establishment: 6 July 2011 (Enterprise Agreement 2010 - 2013)

Last Amended: 7 August 2014 - Enterprise Agreement 2014 to 2017

Nature of Amendment: Update to terminology

Date Last Reviewed:

Responsible Officer: Director, Human Resources

ENTERPRISE AGREEMENT 2014–2017, CLAUSE C16 CONVERSION FROM ACADEMIC CASUAL TO SESSIONAL FIXED-TERM EMPLOYMENT

C16.1 [Rationale for engagement] The University may convert the employment of an eligible casual academic staff member to a Sessional Fixed-Term Appointment where, for a defined period, there is both a need and secure funding for the Sessional Fixed-Term post.

C16.2 [Eligibility] An eligible casual academic staff member will:

- have been employed as a casual staff member, normally in the same area, for at least one (1) semester in each of the preceding two (2) years; and
- have been assessed as at least satisfactory against the University’s Performance Management Guidelines for Casual Academic Staff (Part-Time Teachers); and
- have demonstrated the ability to meet the requirements of the fixed-term position.

C16.3 [Duties, fraction and level of appointment] The appointment fraction and academic level of the Sessional Fixed-Term position will reflect the requirements of that position. It is expected that in most cases, the fraction will be similar to the hours worked in the previous casual employment, and will include work such as educational delivery, marking, administration, class contact and associated work. Conversion will not normally be to a classification higher than Academic Level B.

C16.4 [Duration] Each Sessional Fixed-Term Appointment, and any subsequent Sessional Fixed-Term Appointment, will be for not less than six (6) months and will not exceed two (2) years.
Procedures

1. The University may convert the employment of a casual academic staff member to a Sessional Fixed-Term Appointment in accordance with Clause C16. For any employment so converted, a formal Position Description for the Sessional Fixed-Term post will be developed by the supervisor and forwarded to Human Resources as part of the recommendation to appoint.

2. Applications for sessional fixed-term employment must be submitted to Human Resources on the relevant HR form.

3. Defined period means a period of at least six months up to a maximum of two years.

4. Duties, level, fraction and variations

The academic level and the appointment fraction of the Sessional Fixed-Term appointment will reflect the requirements of that position as set out in the formal Position Description, with reference made to the relevant academic profile for Level A or B.

4.1 Appointment fraction and duties

It is expected that in most cases, this fraction will be similar to the hours worked in the previous casual employment, and will include work such as educational delivery, marking, administration, class contact and associated work.

4.2 Variations to duties and fractions

The appointment fraction may be varied to accommodate unexpected changes in the duties of the position, which may be temporary or ongoing. For example, where a staff member appointed in accordance with C16 is requested to perform additional duties in this position, such as additional educational delivery, marking, administration, class contact and/or associated work, her/his Sessional Fixed-Term appointment fraction may be varied accordingly. Similarly, a position may be varied to reduce a fraction, for example where additional duties are only temporary in nature (such as covering a block of lectures for another staff member on unplanned leave).

5. Taking of annual recreation leave

Annual recreation leave must be taken prior to the cessation of the contract within which it has accrued. Annual recreation leave may only be taken during mid-semester and semester breaks. In this regard, application may be made to take leave in advance of entitlement. All leave applications must be booked and approved on the Employee Self Service (ESS).

6. Mode of employment

Where the employment of a casual staff member is converted to a Sessional Fixed-Term appointment, this appointment will be in accordance with Clause C2 Employment-Academic Staff and Schedule 9 Fixed Term Employment of the Enterprise Agreement 2014 - 2017.

7. More than one role in the University

Notwithstanding 1 above, where a casual staff member has another non-casual role in the University, his/her casual employment may only be converted to a Sessional Fixed-Term appointment where the total employment fraction would not as a consequence exceed full-time.

8. Conversion to continuing employment
Where a casual staff member’s employment is converted to a Sessional Fixed-Term appointment in accordance with C16, s/he will not be eligible for conversion to continuing employment.

Related Links

- Employment – Academic Staff (Enterprise Agreement clause C2)
- Fixed-Term Employment (Enterprise Agreement Schedule 9)
- Conversion to Sessional Fixed-Term Application Form