## EMPLOYMENT INFORMATION FOR CASUAL ACADEMIC EMPLOYEES

### Reporting relationships

Casual academic employees are responsible to the Dean of School and are assigned responsibilities by the Dean. Direct day-to-day duties are usually assigned by the Topic Coordinator.

### Induction

Induction information will be provided by the supervisor.

### Definition of Duties and Salary Payment Codes

The description of duties able to be undertaken by casual academic staff are specified at [http://www.flinders.edu.au/ppmanual/staff/remuneration-benefits/rates-descriptors-casual-acad-employ.cfm](http://www.flinders.edu.au/ppmanual/staff/remuneration-benefits/rates-descriptors-casual-acad-employ.cfm)

### Remuneration

Casual academic employees are paid for agreed work undertaken and completed. The duration of employment is the decision of the Head of the School. Work is finished when the Head considers that all tasks have been completed. Casual academic employees should be provided with an estimate of duties (including number of sessions/topic numbers) that they may be required to undertake during the semester, but should note that this is an estimate only and, as such, may be subject to variation during the semester.

Casual academic employees do not receive paid or unpaid leave or payment for public holidays.

Casual rates of pay are specified at [http://www.flinders.edu.au/hr/hrsp/salary-scales.cfm](http://www.flinders.edu.au/hr/hrsp/salary-scales.cfm)

There is no provision for one-off rates to be paid and payment is only made for hours or sessions worked.

**Note:** Full-time academic staff members are not eligible to be paid for teaching undertaken in other cost centres which is in addition to the teaching normally required as part of their duties. Financial arrangements for such work would normally be negotiated between Heads of the respective cost centres. Human Resources should be consulted for more information.

### Payroll Procedures

Casual academic employees must record the sessions/hours worked via the Employee Self Service (ESS) and these will be approved electronically by their nominated supervisor.

Payment, which is taxable, is based on the number of sessions recorded by academic casual staff on the ESS (and approved by the supervisor) and is processed through the University’s payroll system at designated fortnightly intervals. If casual academic employees are unable to undertake specific sessions for any reason, they should notify their Supervisor/Head of School immediately. Fortnightly deadlines for submission of sessions worked can be found at [www.flinders.edu.au/hr/hrsp/pay-deadlines.cfm](http://www.flinders.edu.au/hr/hrsp/pay-deadlines.cfm).

With respect to the first salary payment after commencement, a casual academic employee should be aware that there may be a delay of up to 4 weeks depending on the point in the pay cycle that s/he commences work. Early payment will depend on prompt submission of the Casual Employment Form to Payroll Services prior to commencement of employment.

Taxation legislation requires every casual employee to submit a Tax File Number Declaration and this must be forwarded to Payroll Services each year prior to commencement of employment. Failure to do so may delay the initial salary payment.

### Superannuation

In accordance with legislation the Superannuation Guarantee Levy is paid for casual academic staff to UniSuper’s Accumulation Super 1 Scheme. No contribution is required from the casual academic employee. The University’s contribution to this scheme will appear on the casual employee’s payslip where applicable on the last payslip of each calendar month. All members receive individual statements each year from UniSuper. Further enquiries can be made by contacting the Employee Benefits Unit, telephone 8201 5231 or 8201 5727 or email: (benefits@flinders.edu.au). At the completion of employment with Flinders University, casual academic employees should contact the Superannuation Office to make arrangements for either payment or roll-over of their superannuation benefit, if any.

### University Policies and Procedures

Casual academic employees are required to observe University policies including human resources and student-related policies and procedures and policies on Occupational Health & Safety and Equal Opportunity. Copies of the relevant policies are available via the Flinders University Web home page [http://www.flinders.edu.au/ppmanual/staff/index.cfm](http://www.flinders.edu.au/ppmanual/staff/index.cfm).

### Equipment and Resources

Equipment and resources provided by the University remain the property of the University.

### Email/Internet

Casual staff will be given access to the University’s electronic communications systems, including email and internet for carrying out their University tasks. Either the employee or the employee’s supervisor can arrange with either Payroll Services (ext 12501 or 15014) or the Cost Centre’s local computing support staff for a Flinders Authentication Name (FAN) which will give the employee access to a number of University electronic services. These include electronic mail, network services and course materials. Generally FAN details will be created and available for casual employees from the date they commence their employment.

It is important that casual employees ensure that their FAN is activated so that they can receive all University emails, including those generated by the Employee Self Service. To activate your FAN, go to: [https://www.flinders.edu.au/fan/](https://www.flinders.edu.au/fan/)

### Notice Period

A casual academic employee who is unable to complete the contractual arrangements as agreed should notify her/his Supervisor/Dean of School immediately to avoid overpayment of salary. Either the University or the casual academic employee may provide one day’s notice of the termination of the casual employment.