

Casual Employment Appointment

Academic, General/Professional and TAFE Teaching Staff

NOTE:

- For a casual who is engaged by the hour, intermittently as required.** Payment is initiated by lodging signed timesheets with the Payroll Office.
- Any changes or variations to the contract will require a 'Variation to Casual Employment Contract' form to be submitted to Payroll** (http://policy.federation.edu.au/forms/Variation_Casual_Employment_Contract.docx).
- Casual employees must be consulted and advised when alterations or changes are made to this contract.
- Please complete and return GREEN copy to the PAYROLL OFFICE.**
- Initiating Officer to distribute School/Section and Employee copies.

CONTRACT NUMBER:.....

TO BE COMPLETED BY DELEGATED OFFICER

(please refer to Delegations of Authority)

Employee's Full Name: **Employee No:**

Address:

Telephone No: (W) (H) School/Section:

Campus: Course Code: Module/Unit Code:

Date of first work engagement: To: Duration (days/weeks):

Course/Program Details:

AREA OF EMPLOYMENT (tick appropriate box)

Account to be charged:

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|-----------------------------------------------|-----------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Computing/I.T. | <input type="checkbox"/> Marking | <input type="checkbox"/> Teaching (TAFE)* | <input type="checkbox"/> Non-teaching Duties |
| <input type="checkbox"/> Secretarial | <input type="checkbox"/> Tutoring* | <input type="checkbox"/> Supervision
Officer/Assistant | <input type="checkbox"/> Clinical Teaching
(Nursing) | <input type="checkbox"/> Project/Research |
| <input type="checkbox"/> Technical/laboratory | <input type="checkbox"/> Lecturing* | <input type="checkbox"/> Other: Please specify..... | | |

Complete for TAFE Teachers Only (tick the appropriate box)

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|-----------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Teaching (Dip VET qualified) | <input type="checkbox"/> Teaching (Cert IV TAE qualified) | <input type="checkbox"/> Teaching (No teaching qualifications) |
| <input type="checkbox"/> Non-Teaching (Dip VET qualified) | <input type="checkbox"/> Non-Teaching (Cert IV TAE qualified) | <input type="checkbox"/> Non-Teaching (No teaching qualifications) |

***NOTE: Please attach signed 'as sighted' (by the delegated officer) copies of the teaching and vocational qualifications**

Subject or Unit Code	Start Date	End Date (if known)	Hourly Rate (\$)	Total Hours PER WEEK (est.)	Total Number OF WEEKS (est.)	Total Number OF HOURS (est.)
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:
				Up to:	Up to:	Up to:

<ul style="list-style-type: none"> Original teaching and vocational qualifications sighted and signed 'as sighted' copies attached. Yes <input type="checkbox"/> No <input type="checkbox"/> Does the appointee have the right to work in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> If YES: Please provide documentary evidence (for details of acceptable documentary evidence please see Item 19 on the back of this form). If NO: This person can NOT be employed by Federation University Australia. Aboriginal/Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> 	<p>.....</p> <p>Signature of Delegated Officer</p> <p>.....</p> <p>Print Name</p> <p>.....</p> <p>Date</p>
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I, the abovenamed Employee, acknowledge that I have read and fully understand the information set out above and the **conditions set out on the reverse of this form**, and accept the above appointment on and subject to those conditions. I also acknowledge that the University does not have to offer me any further employment.

Signature of Employee: **Date:**

Your salary will be automatically deposited directly into your bank account according to payroll procedures. If you have not previously worked with the University **you must refer to Clause 17 as set out on the reverse of this form.**

NOTE: This document will **not** constitute a binding contract until it is signed by the employee and is authorised by the Delegated Officer.

FINANCE OFFICE Account No Account Code Approval.....	GREEN – PAYROLL COPY PINK – SCHOOL/SECTION COPY YELLOW – EMPLOYEE COPY	PAYROLL OFFICE Pay Rates Checked

CONDITIONS FOR THE APPOINTMENT DESCRIBED ON THE FACE OF THIS FORM

SCHOOLS AND DIRECTORATES are responsible for maintaining records for casual/sessional staff such as resumes, qualifications, relevant trade certificates, licences and Working with Children Work Check information. This information must be collected, stored and disclosed in line with the University's Information Privacy Policy and Procedure http://policy.federation.edu.au/university/general/information_privacy/ch01.php

1. A **casual employee** is engaged by the hour on an ad hoc basis, from time to time, to complete required work for a short time period. The actual work attendance requirements need to be specified and forwarded to Payroll on a timesheet. Any additional duties required during the term of the appointment will be paid.
2. Casual academic and general/professional staff are employed under the provisions of the Federation University Australia Union Collective Agreement 2015-2018 (UCA) or successor agreement. Casual TAFE Teachers are employed under the provisions of the Victorian TAFE Teaching Staff Multi-Business Agreement (MBA) or successor agreement.
3. Employment is offered at the hourly remuneration rate(s) as set out on the face of this form. Casual TAFE teachers cannot be engaged for less than 2 hours per session. General/professional staff cannot be engaged for less than 3 hours. Academic staff can be engaged by the hour without a minimum engagement period.
4. The quoted remuneration rates are calculated to incorporate a loading to cover sick leave, annual leave and public holidays and no additional payment will be made.
5. To ensure payment in the next pay, all relevant details must be entered on the contract and the time sheets, signed and submitted to the Payroll Office by 5:00pm on the Wednesday preceding the pay week.
6. The Payroll Office must be advised immediately if any of the duties to be undertaken cannot be performed for any reason. If a variation to the contract of a casual employee is required the appropriate School/Portfolio will be required to complete a "Variation to Casual Employment Contract" form (available from http://policy.federation.edu.au/forms/Variation_Casual_Employment_Contract.docx).
7. Deans/Directors or other delegated staff may engage casual staff within approved School/Directorate recurrent operating budgets and approved commercial budgets. Duties are designated by the Dean/Director or other delegated staff acting with authority and may include, in the case of teaching and academic staff, preparation and conduct of lectures, classes, tutorials, demonstrations, supervision, assessment and clinical teaching activities. The pay rates take into account preparation time. In the case of a TAFE teacher, the hourly rate includes preparation and correction time. Any travel required is paid at the appropriate travel allowance rate.
8. All casual employees are required to maintain regular contact with their respective supervisor/manager.
9. No payment will be made for any scheduled or nominated hours for which the casual employee is not able to carry out duties due to any industrial action by other persons for any cause for which Federation University Australia cannot reasonably be held responsible.
10. Where possible the casual employee is required to give the University 24 hours notification if they are unable to attend work or if terminating the engagement.
11. For due cause, the University or employee may terminate this contract prior to the nominated end date. If the contract is terminated by the University, the University shall be liable only for payment under the contract for work completed up to the effective time of termination.
12. This contract can be modified in consultation with the casual employee and cannot be altered without their knowledge.
13. **Casual staff engaged in the direct education of students are required to keep student attendance records on the approved forms, or appropriate participation records as advised by the School/Directorate. By the last day of each term or semester all records of student attendance/participation, including final assessment results, are to be handed to the relevant authority (person) of the School.**
14. Casual staff are expected to participate in professional development activities that may be offered to ensure a high standard of professional practice. In the case of a casual teacher without formal teaching qualifications, they may be required to obtain the necessary teaching qualification/s in their own time. Casual employees may be required to be involved in both internal or external audits from time to time.
15. Casual staff are required to comply with all University policies and procedures including and not limited to copyright, OHS and any regulations, legislation and associated required training such as induction, EEO, bullying and harassment, etc and other requirements relevant to any qualifications needed for the work they are required to perform. Policies and procedures are available on the University website at <http://policy.federation.edu.au/>.
16. You must not disclose, other than in the proper course of your duties, any confidential information relating to the University or its business.
17. **If you have not previously worked with the University** you must complete a BANK DETAILS form, PRE-EXISTING INJURY OR DISEASE form, and a TAX FILE NUMBER DECLARATION form. These can be obtained from Human Resources or from the University website <http://federation.edu.au/staff/working-at-feduni/human-resources/forms-and-templates>. NOTE: TAX FILE NUMBER DECLARATION forms can only be obtained from Human Resources, or at an Australia Post Office.
18. **TAXATION:** Commonwealth Income Tax requirements are that employees are required to lodge a Tax File Number Declaration Form with their employer and advise the employer if they wish to claim the General Exemption. **Note: Where an employee has more than one position, the declaration should include a claim for the General Exemption with the principal employer.** The non-submission of a declaration form prior to commencement of employment will result in the University taxing the employee at the top marginal tax rate. Forms are available from the School/Section, Human Resources, or at an Australia Post Office. Tax File Numbers must be indicated on the declaration form.
19. **RIGHT TO WORK:** All employees must provide proof of the Right to Work in Australia before commencing employment. Proof must be demonstrated by providing an original signed 'as sighted' copy of at least one of the following documents: a full Australian birth certificate for a person born before 20 August 1986 and another form of photo identification such as a drivers licence; OR an Australian citizenship certificate or a certificate of evidence of Australian citizenship and another form of photo identification such as a drivers licence; OR a full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia and another form of photo identification such as a drivers licence; OR an Australian passport; OR a valid visa with work rights.

Where the Right to Work has not been made clear on a visa, Human Resources will conduct a Right to Work Check with the Department of Immigration and Citizenship (DIAC). For full details please visit the Recruitment and Merit Selection Procedure which can be found at http://policy.federation.edu.au/human_resources/recruitment_and_merit_selection/ch02.php.
20. **FAIR WORK INFORMATION STATEMENT:** Pursuant to Government legislation the University is required to provide all new employees with a Fair Work Information Statement. This statement provides basic information on matters that will affect your employment and should be accessed at http://federation.edu.au/_data/assets/pdf_file/0020/14474/Fair-Work-Information-Statement.pdf.
21. **PRIVACY:** The information on this form is collected for the primary purpose of managing the casual employment of staff. Other purposes of collection include fulfilling Department of Immigration and Multicultural and Indigenous Affairs requirements. If you choose not to complete all the questions on this form, it may not be possible for Human Resources to proceed with your employment. Personal information may also be disclosed to the relevant authorities, including but not limited to the Australian Tax Office and the Department of Immigration and Multicultural and Indigenous Affairs. You have a right to access personal information that Federation University Australia holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.

NOTE Casual general/professional staff and TAFE teachers may have the right to apply for conversion to non-casual employment after serving the relevant qualifying period as outlined in the UCA for general/professional staff and the MBA for teachers. Further details on the conversion provisions can be found on the University's website (<http://federation.edu.au/staff/working-at-feduni/human-resources/workplace-relations/workplace-agreements>).