



Employment of Fractional Staff Q&A

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Q1. What is Fractional Appointment?

A1. Fractional employment is employment for a fixed number of weeks in the year which is less than 52 weeks, and for which all entitlements are paid on a pro-rata basis calculated by reference to the time worked.

Q2. If I am a fractionally appointed can I be continuing or fixed term?

A2. Yes, a Fractional Staff member may be appointed on a continuing or fixed term basis.

Q3. What terms of conditions will I be appointed to?

A3. Fractional Staff will be offered conditions of employment in accordance with the University policy on *Employment of Fractional Staff*. At the time of employment, the University will provide you with an instrument of appointment that outlines the type of employment and informs you of the terms of employment at the time of the appointment.

A continuing fractional staff member may apply to the University to receive an annualised salary payment over a 12-month period based on the staff member's fraction of employment.

Fractional staffs are paid on a fortnightly basis.

Q4. Why does the University appoint staff on a fractional basis?

A4. The University may appoint on a fractional basis to meet operational and/or service needs. This is particularly the case in organisational areas where operational needs / services are subject to cyclical high volume demand by Students and the Academic Calendar.

Q5. As the nominated supervisor how do I arrange to fill a fractional appointment?

A5. Fractional appointments must be filled in accordance with the University policy on *Recruitment and Selection*. When advertising the role, the hours of work and period of employment over the course of the year must be clearly specified. The nature of how the role operates must be clearly explained at interview and will be specified in the letter of offer to the prospective staff member.

Q6. Can a fractional appointment contain a period of probation?

A6. A fractional appointment may require a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract.

Q7. What notification is required regarding hours of work/period of employment?

A7. Prior to the beginning of each year, nominated supervisors who supervise fractional staff will advise the Human Resources Directorate of the hours to be worked per week, and the weeks that the fractional employee will be required to work for the following year. The Human Resources Directorate will confirm with the staff member in writing the hours per week, the weeks of work, the annualised fraction and total annual leave accrual for the forthcoming year

Q8. How do I find out further information about employment of fractional staff?

A8. You may refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your nominated supervisor, or contact your local Human Resources Consultant.