

Name of Policy	Interim Employment Of Casual Staff Policy
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Description of Revision	

Human Resources Directorate

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1 Background Information

An academic staff member, a general staff member or teacher in a University Centre may be employed at the University on a casual basis. The Agreement sets out the broad terms and conditions that apply to casual employment at the University.

2 Policy Statement

Employment of casual staff is employment on a non-continuing basis for which payment is made at an hourly rate. Casual employment provides a mechanism to the University to engage staff on a casual pattern of hours to assist meet the University needs at identified peak work periods, for identified tasks, or, to cover identified short term absences. The employment of casual staff will be in accordance with the provisions set out in this policy.

3 Policy Purpose

The purpose of this policy is to clarify the conditions that relate to the employment of casual staff at the University and the procedures for employing casual staff.

4 Application of Policy

This policy applies to all academic staff, general staff and teachers in University Centre staff members who are employed at ACU on a casual basis.

5 Procedures

5.1 Approval to Fill a Position

The nominated supervisor initiates the appointment of a casual staff member by completing the relevant Approval to Fill a Casual Staff Position form. The Approval to Fill a Casual Staff Position form must be authorised in accordance with the University's Staffing Delegations and forwarded to the Human Resources Directorate.

5.2 Offer of Appointment

The offer of appointment shall inform the staff member of the terms of engagement at the time of the appointment including the duties required, the number of hours required, the rate of pay for each class of duty required, and a statement that any additional duties required during the term will be paid for.

All staff are required to formally accept the offer of employment, in writing, prior to commencing work at the University. In order to facilitate this requirement, the offer of appointment includes provision for the staff members' acceptance, and instructions for the staff member to return their acceptance to the Human Resources Directorate.

5.2.1 Academic Staff

Upon receipt of the relevant authorised Approval to Fill a Casual Position form for Academic Staff, and prior to commencement of employment, the relevant Head of School shall make an offer of appointment to the prospective casual academic staff member.

5.2.2 General Staff

Upon receipt of the relevant authorised Approval to Fill a Casual Position form for General Staff, and prior to commencement of employment, staff of the Human Resources Directorate shall make an offer of appointment to the prospective casual general staff member.

5.2.3 Teachers in University Centres

Upon receipt of the relevant authorised Approval to Fill a Casual Position form for Teachers in University Centres, and prior to commencement of employment, the nominated delegated staff member within the University Centre shall make an offer of appointment to the prospective teacher staff member.

5.3 Casual Staff Employment Kit

The offer of appointment of a prospective casual staff member is made with the 'Casual Staff Employment Kit' which is sent to the staff member by the Head of School for Academic Staff, by staff of the Human Resources Directorate for General Staff, and, by the nominated delegated staff member within the University Centre for Teachers.

The Casual Staff Employment Kit includes, but is not limited to:

- Offer of Casual Staff Employment
- General Information
- Mission Statement
- Code of Conduct
- Induction Checklist
- Privacy Statement
- Brochure/Policy & Procedures for Complaints of Sexual Harassment
- Equal Opportunity Policy
- Occupational Health and Safety Policy
- Tax File Number Declaration
- UniSuper Product Disclosure Statement
- Payment Record
- Calendar of Pay Periods
- Return Addressed Envelope

The contents of the Kit may vary from time to time according to legislative and other requirements that apply to the employment of casual staff. Other materials that the University considers relevant to the employment of a casual staff member may also be included.

5.4 Remuneration – Academic Staff

A casual academic staff member will be paid in accordance with the provisions set out at the University for the payment of casual academic staff. The rates are inclusive of a loading in compensation for the casual nature of the appointment and all leave entitlement including personal leave, public holidays, annual leave and annual leave loading.

A research casual academic staff member engaged to undertake research-only related activities will be paid an hourly rate derived from the annual rates set out at the University for payment to academic staff with a loading of 23%. The loading is in compensation for the casual nature of the appointment and all leave entitlements including personal leave, public holidays, annual leave and annual leave loading.

5.5 Remuneration – General Staff

A casual general staff member will be paid an hourly rate which is the ordinary rate per hour derived from the annual rates set out at the University for payment to general staff with a loading of 23%. The loading is in compensation for the casual nature of the appointment and all leave entitlements including personal leave, public holidays, annual leave and annual leave loading. In the event a staff member is employed to work for less than a full hour, then the rates are to be pro-rated accordingly.

5.6 Remuneration –Teachers in University Centres

A casual teacher staff member will be paid in accordance with the provisions set out at the University for the payment of casual teacher staff. The rates are inclusive of a loading in compensation for the casual nature of the appointment and all leave entitlement including personal leave, public holidays, annual leave and annual leave loading.

5.7 Induction

Casual staff who commence employment with the University for the first time and who will be engaged, in the first instance, for a period of greater than one month, are subject to the provisions of the ACU Staff Induction and Orientation Policy.

The induction and orientation process for new staff at ACU provides a mechanism for introducing new staff members to their role and responsibilities and to the University's Mission so that they become integrated into the ACU environment and community as quickly as possible.

The responsibility for successful induction is shared between the nominated supervisor and the commencing staff member, supported by colleagues in the relevant organisational unit and by other areas of the University.

5.8 Payment Record

A fortnightly Payment Record must be completed by the nominated supervisor for each casual staff member, detailing the number of hours worked. The Payment Record must be approved by the delegated officer and sent to Human Resources for processing.

The Payment Record can only be processed if the staff member has a current contract of employment covering the period being claimed, and if the correctly completed and authorised Payment Record is received by Human Resources by noon on the Thursday preceding the fortnightly pay day.

5.9 Overtime – General Staff

A general casual staff member shall only be entitled to payment of overtime for any authorised work performed in excess of 35 hours per week when her/his hours have been averaged over the contracted period. Hours up to 35 per week are paid at ordinary rates. When calculating payment for overtime worked, the salary shall not include the casual loading.

All overtime worked must be authorised by the appropriate delegated officer in writing prior to the commencement of the overtime. Overtime not authorised prior to the overtime being undertaken will not be paid as overtime. Information on delegated officers for overtime approvals is available in the University Staff Delegations which are published on the Human Resources website.

5.10 A general staff member, including a shift worker, and the nominated supervisor may develop equitable overtime working arrangements which occur outside the following flexible working arrangement parameters:

- the normal weekly ordinary hours of work shall be 35 hours, however, the maximum number of ordinary hours a staff member may be permitted to work in any week is 45 hours;
- the maximum number of ordinary hours a staff member may be permitted to work on any one day is 9 hours;
- the normal daily span of ordinary hours to be worked under these arrangements will be 8:00 am to 6:00 pm, Monday to Friday but this may be extended to 7:30 am to 7:00 pm where it is essential to maintain a University service or activity;
- except in an emergency situation, a general staff member will normally be given 48 hours notice if they are required to work during the period 7.30 am to 8:00 am or 6:00 pm to 7:00pm;
- overtime and shift allowances are not applicable between 7:30 am and 7:00 pm;
- with the approval of the Executive Staff member, a general staff member may work ordinary hours outside the extended span of ordinary hours provided that she/he is not required to do so under this provision;
- a general staff member will normally work an average of 140 hours over a four-week cycle;
- part-time general staff will work the hours specified in their contract of employment over a four-week cycle (or the contracted period in the case of casual staff); and,
- the ordinary hours of work for caretaking/cleaning/gardening/security staff shall be worked between 6:00 am to 10:00 pm, Monday to Friday

A casual general staff member shall only be entitled to payment of overtime for any authorised work performed outside of the above parameters or in excess of any limits specified.

5.10 Meal Breaks

A staff member will not be required to work for more than five consecutive hours, without taking an unpaid meal break of at least 30 minutes. Time taken as meal breaks shall not be paid for and shall not be counted as time worked.

5.11 Additional Work

With approval, a staff member may engage in additional work as a casual staff member and will be paid for that work according to the arrangements approved for that employment with reference to the conditions of the ACU Paid Inside Work Policy

5.12 Notice Periods

A casual staff member is required to give a minimum of one hour's notice of separation from employment with the University. The University may terminate the employment of a casual staff member by giving one hour's notice.

5.13 Superannuation for Casual Staff

The University makes employer contributions to superannuation to UniSuper on behalf of casual staff members in accordance with the Superannuation Guarantee Administration Act.

Where a staff member is not eligible for an employer contribution for superannuation under the Superannuation Guarantee Administration Act, they may be eligible for an employer contribution for superannuation payment of 3 per cent of ordinary time earning where certain conditions have been met.

The management of superannuation contributions for all staff are subject to the provisions of the ACU Superannuation Policy.

5.14 Conversion from Casual to Non-casual Employment for General Staff

5.14.1 Conversion Provisions

Upon appointment, the University shall advise the casual staff member that, after serving qualifying periods, she/he may have a right to apply for conversion to a fixed term or continuing position. A copy of the conversion provisions of this policy shall be made available to such staff.

The University will, from time to time, take reasonable steps to inform casual general staff of the conversion provisions. A staff member must not be engaged and re-engaged nor have his or her hours reduced in order to avoid any obligation under this policy.

An eligible casual staff member may apply in writing to his or her nominated supervisor for conversion to non-casual employment in accordance with these policy provisions.

5.14.2 Eligibility for conversion

5.14.2.1 To be eligible to apply for conversion, a casual staff member must be employed on a regular and systematic basis in the same or a similar and identically classified position in the same functional unit (or equivalent), either:

- (a) over the immediately preceding period of twelve months and in those immediately preceding twelve months the average weekly hours worked equalled at least 50 per cent of the ordinary weekly hours that would have been worked by an equivalent full-time staff member; or,
- (b) over the immediately preceding period of at least 24 months.

5.14.2.2 For the purposes of this clause occasional and short-term work performed by the staff member in another classification, job or functional unit shall not:

- (a) affect the staff member's eligibility for conversion; or,
- (b) be included in determining whether the staff member meets or does not meet the eligibility requirements.

5.14.3 Conditions for Conversion

5.14.3.1 The University will determine an application for conversion either by offering conversion to non-casual employment or by declining the application. If the University declines the application, it will provide written reasons for doing so. If the application is accepted, the staff member will be offered either a continuing appointment or a fixed-term appointment.

5.14.3.2 The University shall not unreasonably refuse an application for conversion. However, it may refuse an application on reasonable grounds. Reasonable grounds include, but are not limited to, the following:

- the staff member is a student, or has recently been a student, other than where her/his status as a student is irrelevant to his/her engagement and the work required;
- the staff member is a genuine retiree;
- the staff member is performing work which will either cease to be required or will be performed by a non-casual employee, within 26 weeks (from the date of application);
- the staff member has a primary occupation with the University or elsewhere, either as a staff member or as a self-employed person;
- the staff member does not meet the essential requirements of the position; or,
- the work is ad hoc, intermittent, unpredictable or involves hours that are irregular.

5.14.3.3 A staff member whose application for conversion is rejected shall not be entitled to apply again within twelve months except where:

- (a) that rejection is solely based upon the ground that:
 - the staff member is performing work which will either cease to be required; or,
 - will be performed by a non-casual employee, within 26 weeks from the date of application; and,
- (b) that ground has ceased to apply.

5.14.3.4 An offer of conversion shall indicate the hours and pattern of work which, subject to due consideration of the University's operational requirements and the desirability of offering the staff member work which is as regular and continuous as is reasonably practicable, shall be consistent with the staff member's casual engagement. The offer of conversion shall constitute, and include such other details as are required for, an offer of appointment under Clause 5.2 of this policy.

5.14.3.5 Conversion may be, but is not required to be, to seasonal, part-year or annualised hours employment according to the requirements of the University.

5.14.4 Approvals

The relevant Manager/Head of School shall consider a casual staff member's application for conversion and shall make a written recommendation regarding the application for conversion to the relevant Executive staff member, specifying whether the conversion is supported or not and the reasons for the recommendation. The Executive staff member shall assess the recommendation and recommend to the relevant Core Planning Group member that the request for conversion be either approved or declined.

The Executive Planning Group member shall consider the application and advise Human Resources accordingly, including the reasons that conversion has been approved or otherwise. Staff of the Human Resources Directorate shall inform the staff member of the outcome of their application for conversion.

5.14.5 Recognition of casual service for other leave purposes

Casual staff members converted under these provisions will not have their casual service count as service for the purpose of calculating any other entitlements except for any applicable unpaid parental leave.

5.14.6 Grievances

Any grievance arising from the application of these conversion provisions shall be dealt with in accordance with the University's grievance process.

6 Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

7 Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.