

Terms and Conditions of Employment for Sessional Academic Staff

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ACU – Sessional Academic Staff

- The terms and conditions of employment (including the definitions) for Sessional staff are found in Section 6 of *the Australian Catholic University Staff Enterprise Agreement 2005 – 2008* (the **Agreement**) – and also Section 6 of the proposed new Agreement.
- Casuals including sessionals receive a casual loading in lieu of any leave payments.



Proposed ACU Staff Enterprise Agreement 2010 - 2013

- ▶ If the proposed Agreement is approved, sessional staff will receive:
- ▶ An increase in the casual loading from 23% to 24% in July 2011 thence to 25% in July 2012
- ▶ Superannuation contributions of 9% for all salary earned
- ▶ (if eligible), the opportunity to apply for conversion to Teaching–focussed or Teaching and Research academic roles



ACU – Sessional Academic Staff

- Sessionals are engaged as casual academic staff who are normally required to teach over a Semester (ie for a teaching session of 10 – 12 weeks)
- Details of the employment conditions covering sessional staff are found in the Employment of Sessional Staff Policy on the HR website under “Employment Arrangements”.
- This policy will be updated if the Agreement is approved.



The ACU Code of Conduct

- ▶ The Code of Conduct applies to all staff of the University
- ▶ The Code is designed to promote and enhance the ethical behaviour of ACU staff in the workplace.
- ▶ A failure to comply with this Code will be viewed seriously and may result in disciplinary action, including dismissal.



Code of Conduct Issues - Conflicts of Interest

Decision-making in relation to teaching, research and work is guided by the principles of respect for human dignity, integrity, impartiality and service with due respect for the Mission of the University.

Staff members must avoid all situations in which a potential or actual conflict of interest arises in relation to the performance of their duties.



Acceptance of Gifts or Benefits

- Staff must not solicit any gifts, benefits or favours for themselves or others.
- Accepting gifts, favours or hospitality, offered as an inducement is unethical and prohibited.
- Gifts which are worth less than \$50 may be accepted, if in doubt check with your LIC



Use and Security of University Information

University information is secured and used solely for the purposes it is collected, and in strict regard for the privacy and dignity of staff and students.

Staff members must take care to maintain the integrity and confidentiality of information concerning other staff members and students to comply with the Privacy Act 2000.



Use of University Facilities, Equipment and Information Systems

- Staff members must safeguard all University resources (eg. computers) and use them properly to advance the University's interests in an efficient, careful and honest manner.



Health, Safety and Welfare

Every staff member must take reasonable care for the health and safety of themselves and of other persons at their place of work who may be affected by their acts or omissions at work.

Eg. At the beginning of lectures or pracs you should point out the emergency exit points to students



Harassment and Unlawful Discrimination

ACU is a learning and workplace community, free from harassment and unlawful discrimination and guided by a fundamental concern for justice and equity.

Staff must practice tolerance in all regards and, in particular, in relation to the beliefs and cultural values of students, other staff and members of the public.

Staff must not engage in offensive behaviour, actions and/or comments.



ACU – Sessional Academic Staff Contract

Sessional staff are engaged through a contract of employment. If staff begin working without the contract being finalised, they are still covered for workers' compensation as long as there is a verbal contract – this would be helped by relevant emails about the work.

A fresh contract is issued each semester and the contract states:

- *I will abide by Australian Catholic University's policies and procedures and support its Mission.*
- *In particular, I have received and have read Australian Catholic University's **Code of Conduct**, Policy on Sexual Harassment and Computer and Internet Acceptable use and understand, and agree, to uphold the responsibilities of a staff member.*



ACU – Sessional Academic Staff Contract of Engagement - continued:

- *This employment does not contravene **visa** restrictions about paid employment in Australia that apply to me.*
- *I have informed the Nominated Supervisor of any known **medical condition** that is likely to be affected by this employment.*
- *I understand that if I work directly with children my employment will be subject to appropriate screening in line with child protection legislation.*



ACU Sessional Academic Staff - continued

- If you are required to work additional hours,
OR
- If the number of hours you were going to work is reduced (eg. if student numbers decline), then the School will complete a Variation to Sessional Staff Hours Form and forward it to Remuneration & Benefits
- *I understand that if an overpayment of salary occurs recovery will be in line with the policy on Payment of Salaries.*



ACU Academic Sessional Staff – contract - continued

- **The standard lecturing and tutorial rates of pay assume 3 hours of work, 1 hour of preparation + 1 hour of face to face delivery + 1 hour of associated work** (which may be student consultation or contemporaneous marking – within 7 days).
- NB Under the proposed new Enterprise Agreement, all marking will be paid for separately.



Academic Sessional Staff Conditions

- ▶ Any additional teaching and related work performed must be paid for separately, including preparation of Unit Outlines.
- ▶ Preparation of Unit Outlines is covered by the normal other academic activity rate (currently \$33.79 ph or \$40.41 for Coordinators/PhD)



ACU – Sessional Academic Staff

- Please read HR Matters which is sent out every Friday as it contains important information about recruitment activity and payroll deadlines
- HR Matters will also provide information about the implementation of the new Enterprise Agreement – eg. the conversion mechanism



ACU – Sessional Academic Staff

Sessional staff have several obligations under the Enterprise Agreement, the most important of which is:

Please Read Your ACU Emails!!!

Be advised: ACU will not send you an email to your private email address



ACU Sessional Staff

If you have any queries, contact your local HR Consultant for your campus.

Thank you

