

8.8 Casual Appointments – Academic Staff

Overview

Employment as a casual academic staff member involves engagement on an hourly or sessional basis to perform work of an ad hoc or irregular nature. Each period of work undertaken is a separate and distinct period of service.

Casual staff are engaged with no guarantee or expectation of work beyond the period of their current employment.

Policy

8.8.1 Casual academic staff are defined as staff members who:

- a) are engaged as such and notified in writing of the fact;
- b) are paid on an hourly or sessional basis;
- c) work irregular hours.

8.8.2 Casual staff may be employed at any time.

8.8.3 In the interest of preserving employment flexibility for the University and its staff:

- a) a current staff member may request employment on the basis of an AWA;
- b) the University may offer employment to a current staff member on the basis of an AWA; or
- c) the University may, in special circumstances, offer employment to a prospective staff member on the basis of an AWA only.

8.8.4 Rates of pay for casual academic staff include a loading in lieu of benefits including but not limited to annual leave and sick leave.

8.8.5 Casual academic staff are paid by the session for lectures and tutorials, or by the hour for marking, demonstrating or other required activities. A session consists of a notional number of hours involving preparation, delivery, reasonable contemporaneous marking and student consultation.

8.8.6 Except in relation to marking in a different School/Department, a casual academic staff member cannot simultaneously be employed as an academic staff member on a full-time basis.

8.8.7 Each employment contract of work will be viewed as a separate and distinct period of service.

Performance

8.8.8 An appropriate supervisor will be appointed for all casual staff.

8.8.9 All staff, including casual academic staff, are expected to perform to a satisfactory standard while carrying out their responsibilities.

8.8.10 If performance is deemed by the supervisor, for any reason, to be less than satisfactory, the casual staff member may not be recommended for future employment.

Termination of Employment

8.8.11 The University may terminate the employment of a casual staff member by giving one hour's notice.

8.8.12 The casual staff member may terminate their employment by giving the University one hour's notice.

8.8.13 Should an overpayment of salary or other debt occur the University will seek to recover any overpayment or debt in accordance with its usual processes.

Practices and Procedures

The following practices and procedures are provided to facilitate implementation of the above policy. They do not form part of that policy:

Authority to Appoint a Casual Staff member

8.8.A Appointments for intermittent casual academic work over a period of up to six (6) months can be approved by the Head of Cost Centre.

8.8.B Appointments for intermittent casual academic work over a period of more than six (6) months and less than twelve (12) months require a justification and approval by the relevant Pro Vice-Chancellor and Dean, Deputy Vice-Chancellor or Chief Operating Officer.

8.8.C A *Casual Academic Staff – Contract of Employment* form (**8.08a**) must be completed by the supervisor and signed by the staff member prior to the commencement of work. This form is a formal contract of employment with the staff member.

8.8.D Once completed the *Casual Academic Staff – Contract of Employment* must be forwarded to Human Resource Services.

8.8.E Deadlines for the submission of *Casual Academic Staff – Contract of Employment* and *Timesheets – Casual Academic Staff* can be obtained from the relevant HR Client Services Officer.

Further Information

HR Client Services:
Arts & Sciences

ext. 3947 or 3319

Professions ext. 3824 or 3433
Central Administration ext. 2511 or 3523

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