

### Overview

Employment as a casual general staff member involves engagement on an hourly basis to perform work of an ad hoc or irregular nature. Casual staff are normally employed as a means of meeting unexpected operational requirements, covering staff absences or providing additional short term staffing resources during peak periods. Each period of work undertaken is a separate and distinct period of service.

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

### Policy

**8.9.1** Casual general staff are staff members who:

- (a) are engaged as such and notified in writing of the fact;
- (b) are paid hourly casual rates;
- (c) normally work irregular hours;
- (d) normally work less than full time in any week; and
- (e) each work period is a separate and distinct period of service.

**8.9.2** Casual staff can be employed at any time.

**8.9.3** 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.

**8.9.3** Casual staff will be paid an hourly rate consistent with the level of the duties they are required to perform. The rate of pay includes a casual loading in lieu of benefits including but not limited to annual leave, sick leave, overtime, and shift penalties.

**8.9.4** Casual general staff will be paid for a minimum of two (2) hours for each occasion they work.

**8.9.5** A casual staff member will only be entitled to overtime where hours worked are in excess of the (10) ordinary hours per day.

## Performance

- 8.9.6** An appropriate supervisor will be appointed for all casual staff.
- 8.9.7** All staff, including casual general staff, are expected to perform to a satisfactory standard while carrying out their responsibilities.
- 8.9.8** 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

- 8.9.9** The University may terminate the employment of a casual staff member by giving one hour's notice.
- 8.9.10** The casual staff member may terminate their employment by giving the University one hour's notice.
- 8.9.11** 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

- 8.9.A** Appointments for intermittent casual work over a period of up to six (6) months can be approved by the Head of Cost Centre.
- 8.9.B** Appointments for intermittent casual 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 Operations Officer.
- 8.9.C** A *Casual General Staff – Contract of Employment* form (**8.09a**) 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.
- 8.9.D** Once completed the *Casual General Staff – Contract of Employment* must be forwarded to Human Resource Services.
- 8.9.E** Deadlines for the submission of *Casual General Staff – Contract of Employment* and *Timesheets – Casual General 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

<i>Approved Vice-Chancellor:</i>	31 August 2007
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