

Casual Staff Appointments Procedures

Section 1 - Overview

These Procedures provide guidance on the application of the [Casual Staff Appointments Policy](#).

Section 2 - Procedure

- (1) The Supervisor or Head of Cost Centre needs to determine the job requirements for the casual employment position.
- (2) Casual employment can be recruited from various sources, including, but not limited to:
 - a. Eligibility database of casual employees ;
 - b. Referrals from existing staff members, other universities, government departments, etc;
 - c. Applications from internal and external advertising;
 - d. Current students.
- (3) The supervisor needs to ensure that appointments meet the University's minimum qualification requirements for the position and must therefore ensure:
 - a. A resume/CV is provided by the applicant;
 - b. Consideration is given to the education and skills, which may include an interview;
 - c. They have verified the qualifications, where required;
 - d. They conduct referee checks; and
 - e. They conduct a Working With Children Check, if relevant.
- (4) A Casual Academic Staff — Contract of Employment or Casual Professional Staff — Contract of Employment form 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. Note, no work is to commence until the employment contract is completed.
- (5) The completed form must be forwarded to People and Culture via hrservices@une.edu.au. The supervisor should also provide a copy of the Contract of Employment to the staff member.
- (6) The supervisor and/or Head of Cost Centre must ensure any family and/or close personal relationship must be considered (adhere to the current [Employment of Close Relatives and Other Close Associates Policy](#) and Procedures).
- (7) Appointments for intermittent casual work over a period of less than twelve (12) months must be approved by the Head of Cost Centre.
- (8) Heads of Cost Centre's will be able to monitor any current casual contracts for individual staff members via Web Kiosk to determine continuation of the casual engagement.
- (9) Deadlines for the submission of documentation for casual employment, including timesheets, can be obtained from

the HRS webpage. All casual employees MUST register for WebKiosk and are required to submit timesheets electronically.

(10) Consideration should be given to fixed-term employment where the employee will be required to work on a regular basis for a continuous period.

Section 3 - Definitions

For the purposes of this Procedure the following definitions apply:

(11) Casual staff means casual academic staff, professional staff and English Language Teachers who:

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

(12) Continuing employment means all employment other than fixed-term or casual. Continuing employment may be full-time or part-time.

(13) Enterprise Agreements means the [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) and the [UNE Professional Staff Enterprise Agreement 2019-2022](#), each as extended or varied from time to time, and is taken to include any agreement that replaces or varies one or more of these documents.

(14) Fixed-term employment means employment for a specified term or ascertainable period, for which the instrument of engagement will specify the starting and finishing dates of that employment, (or lieu of a finishing date, will specify the circumstance(s) or contingency relating to a specific tasks or project, upon the occurrence of which the term of the employment shall expire), and for which, during the term of employment, the contract is not terminable, by the University, other than during a probationary period, or for cause based upon serious or wilful misconduct. Fixed-term employment may be full-time or part-time.

Status and Details

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