

ACADEMIC CASUAL AUTHORITY

Conditions of Employment - Academic Casual Employees

This document sets out the terms and conditions of casual employment. The engagement details set out in the table above are indicative only and are included for budgetary purposes. For the period between the Earliest Potential Engagement and the Latest Potential Engagement (**Engagement Period**), the University can elect to offer work to the employee and the employee can elect to accept or reject any work that is offered. Work will be offered by the University according to the needs of the University.

Further terms of engagement and rates of pay are contained in the Academic Staff Enterprise Agreement and can be accessed at: <http://staff.uow.edu.au/content/groups/public/@web/@personnel/documents/doc/uow116061.pdf>

The rates of pay set out in this authority and in the Enterprise Agreement include a 25% casual loading. The casual loading is paid to compensate you for not having an entitlement under the National Employment Standards, the enterprise agreement, or this agreement, to paid annual leave, paid personal/carer's leave, paid compassionate leave, payment for absence on a public holiday, payment in lieu of notice of termination, and redundancy pay

*This authority must be submitted in line with HR authority cutoff dates at least two (2) weeks prior to any planned work.

This authority is only valid for the Engagement Period. A new Academic Casual Authority will be offered if it is expected that you will be offered work beyond the Engagement Period.

Timesheets must be submitted to supervisors for authorisation within 2 weeks of work having been completed.

Academic casual employees are responsible to the Head of a designated academic unit and are assigned responsibilities by the Head. They are engaged to lecture in subjects, give tutorial instruction, demonstrate in practical classes, perform marking or ancillary duties.

Equipment and resources provided by the University remain the property of the University. Student assignments, essays and assessments of students (which are also the property of the University) should be properly assessed, and available if requested by the Head of Unit.

The University shall require academic casual employees to have the appropriate qualifications and experience and to adduce evidence in accordance with the Tertiary Education Quality and Standards Agency.

By signing this authority you are acknowledging your obligations and agreement to:

- comply with the provisions of the University's Code of Conduct (<http://www.uow.edu.au/about/policy/UOW058667.html>) and other University policies in relation to, but not limited to, occupational health and safety, teaching and supervision, equal opportunity and diversity, research and intellectual property, as amended from time to time. The University policies are available via the Policy Register at: <http://www.uow.edu.au/about/policy/alphalisting/index.html>; and
- maintain the confidentiality of University business, staff and/or student information, including personal information and will not deal with this information in any way except in the course of my employment at the University, including compliance with University policies relating to privacy.

By signing this authority you are confirming that you:

- are fully fit to perform the inherent requirements and duties of the position;
- have not been convicted of any criminal offence which might be an impediment to this employment relationship;
- are not a disqualified person, i.e. ineligible to undertake child related employment as proscribed by the provisions of the *Children's Guardian Act 2019*, *Child Protection (Working with Children) Regulation 2013* or a *Registrable Person under the Child Protection (Offenders Registration) Act 2000*.

University Induction: academic casual employees will not be offered work beyond one teaching session without attending the University's Casual Academic Induction. Payment for attendance will be paid at the ancillary hourly rate.

Teaching duties: preparation of lectures, tutorials and laboratory classes to be presented; presentation of lectures and/or tutorials and laboratory classes; production of resource materials; marking, administration of relevant records and student consultation time.

Marking: is checking and reviewing work submitted by students and assigning a mark or level. Marking can be contemporaneous which is paid for within the tutorial and lecture rates; or non-contemporaneous for which additional payment is made. Non-contemporaneous marking is in accordance with the relevant faculty marking formulae.

Demonstrating: is carrying out practical activities to illustrate principles. It is usually carried out under supervision of an academic staff member. Where preparation and marking is done during the demonstration period no additional payment is made. These activities are included as part of the hourly rate as provided in the attached rates of pay.

Ancillary teaching duties: any other work or attendance required not provided within the teaching rates attached and with the express prior approval of the Head of Unit.

Payment for Work: casual employees are only paid for work completed and in accordance with the attached rates of pay as provided for in the Casual Academic Authority. 'Casual Employment' means a person engaged as such by the hour and paid on an hourly basis. Work is finished when the Head of Department considers that all tasks have been completed. Payment is processed through the University's payroll system at fortnightly intervals and is taxable. Casual employees are required to submit an employment declaration form (including their tax file number).

All hours worked must be claimed for payment by the employee. A timesheet must be submitted to the supervisor for approval via the Employee Web Kiosk, accessible at: <https://wss.uow.edu.au/> within 2 weeks of work being completed.

Superannuation: The minimum employer superannuation payment required under the Superannuation Guarantee legislation will be paid to a complying superannuation fund of your choice. Should an alternate superannuation fund not be nominated, the benefit will be paid to the University's default superannuation fund, UniSuper.