

PROFESSIONAL SERVICES CASUAL AUTHORITY



Conditions of Employment - Professional Services 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 are contained in the Professional Services Enterprise Agreement and can be accessed at: <http://staff.uow.edu.au/content/groups/public/@web/@personnel/documents/doc/uow186195.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 Professional Services 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. Equipment and resources provided by the University remain the property of the University.

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, 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 prohibited 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.

Payment for Work: casual employees are only paid for work completed and in accordance with the rates of pay as provided for via the HR intranet page (<https://intranet.uow.edu.au/personnel/staffservices/salary/casualrates/index.html>). '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.

Rate Options – Additional rate descriptors are detailed in the Professional Services Enterprise Agreement

Rate 1	Perform straightforward, basic manual tasks. Examples include: photocopying, shelving books, filing, cleaning duties, moving furniture.
Rate 2	Perform straightforward tasks with clearly defined procedures. Relatively simple problem solving involved. Examples include: word processing, office and laboratory assistance, mail opening, trade labourers, maintenance assistants, gatekeeper, bus driver, stores and patrol officer.
Rate 3	Perform tasks which has some complexity and require more experience. Relevant qualification is required. Exercise of judgement is within standard practices and procedures. May supervise others. Examples include: library assistants/technicians, tradespersons.
Rate 4	Perform tasks which have limited creative planning/design functions. A post trades qualification or associate diploma is required. Proficiency is required in rules, regulations, processes and procedures. May supervise and coordinate others. Examples include: leading hands and advances tradespersons, junior computer operators, technical officers and more experienced administrative/library assistants.
Rate 5	Perform tasks which require broad technical knowledge and experience at a more advanced level, including the development or areas of specialist expertise. A degree of equivalent is required. In professional positions, apply theoretical knowledge in a straightforward way. In administrative positions, provide interpretation, advice and decisions on rules and entitlements. Examples include: very experienced administrative/research/technical assistants, technical and professional officers, programmers and recently qualified librarians.
Rate 6	Perform tasks guided by policy, professional standards and expertise. A degree plus relevant experience is required. Discretion to design, develop and test complex equipment, systems and procedures, undertake planning, exercise high level diagnostic skills, analysis and reporting. Examples include: administrative/professional/senior technical officers, analysts/programmers, experienced research assistants and librarians.