


<b>POLICY</b>	
	<h2>Casual Employment</h2>
<b>Contact Officer</b>	Manager, Employee Relations

<b>Purpose</b>	To document the policy and procedures for the employment of appropriately skilled and qualified casual staff.
<b>Overview</b>	<p>The University offers casual employment where work is to be performed on an ad hoc basis for an undefined period. Casual staff are paid on an hourly rate which includes a loading of 23% paid in compensation for the casual nature of the appointment and for all forms of leave (excluding long service leave) and any other relevant entitlements.</p> <p>A Casual Staff Member will not have any expectation of continuing employment.</p>
<b>Scope</b>	Applies to the recruitment and selection of casual Academic and General staff.
<b>The Policy</b>	<p>The appointment of casual staff will be on the basis of merit.</p> <p>Casual staff may be recruited from various sources, including:</p> <ul style="list-style-type: none"> <li>Referral by existing staff members</li> <li>Internal &amp; external advertising</li> <li><b>Eligibility</b> lists/databases of casuals created in Divisions/Departments</li> <li>Career Development Office</li> </ul> <p>The selection process should, at a minimum, consist of:</p> <ul style="list-style-type: none"> <li>Resume/CV provided by the applicant;</li> <li>Consideration against selection criteria which may include an interview process;</li> <li>Verification of qualifications (where required:)</li> <li>Two reference checks.</li> </ul> <p>If a prospective casual employee is in a family, or close personal relationship, with a staff member there <b>will be a</b> conflict of interest if:</p>

	<p>the staff member is involved in the selection decision, or the staff member is in a supervisory relationship to the casual employee</p> <p>These situations should be declared to the recruiting manager's supervisor, who will make amendments to the selection process <b>and supervisory arrangements as appropriate.</b></p> <p><b>Payment of casual staff</b> will be in accordance with the appropriate legislative Instrument.</p> <p><b>Conversion Arrangements:</b> Casual general staff may be eligible to apply for conversion to continuing or fixed-term employment in accordance with the Enterprise Agreement clauses 3.7.27 – 32.</p>
<b>Keywords</b>	Casual Employment, Conversion, <b>Code of Conduct</b>

<b>Date Approved</b>	16 September 2008
<b>Approval Authority</b>	Director, Human Resources
<b>Date of Commencement</b>	tba
<b>Amendment Dates</b>	List the dates the policy has been amended (Day Month Year)
<b>Date for Next Review</b>	3 years from date of commencement
<b>Related Policies, Procedures and Guidelines</b>	Recruitment and Selection Policy
<b>Policies Superseded by this Policy</b>	List the policy, policies and / or previous authority superseded by this new policy