

UNIVERSITY OF WESTERN SYDNEY

Office of People and Culture
 Locked Bag 1797
 PENRITH NSW 2751

Payroll Services – Building AE Werrington North

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ACADEMIC CASUAL EMPLOYMENT AUTHORITY FOR PERIODS NOT EXCEEDING SIX MONTHS

Academic

Research

Employee #: _____ Approval Number #: _____ Position Number #: _____

Surname: _____ First Name: _____

Title: Mr Mrs Miss Ms Dr Prof Gender: Male Female

Home Phone: _____ Date of Birth: _____ Verified: _____

Address: _____ Post Code: _____

Email Address: _____ Proof of Identity _____ ie: Visa, Drivers Licence, Birth Cert etc

Other Academic Employment at UWS – see page (2): _____

TICK IF YOU HAVE BEEN CONVICTED OF AN INDICTABLE OFFENCE – (SEE PAGE 2).

TICK IF YOU WILL BE WORKING UNSUPERVISED WITH CHILDREN: (See page 2)

TICK IF YOU HAVE PREVIOUSLY RECEIVED A REDUNDANCY PAYMENT FROM UWS: (See page 2)

TICK IF YOU ARE CURRENTLY A HIGHER DEGREE RESEARCH STUDENT AT UWS: (See page 2)

TICK IF YOU ARE: ABORIGINAL TORRES STRAIT ISLANDER OR BOTH ABORIGINAL / TORRES STRAIT ISLANDER

Cost Centre:

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Approval Period: ____/____/____ to ____/____/____ College/School/Office: _____

Subject / Unit Title: _____ No: _____ Qualifications sighted/Copy to HR: (See page 2)

Campus: _____ Building: _____ Supervisor: _____ Ext: ☎ _____

Brief Statement of Duties by category: _____

Admin Contact Officer _____ Ext: ☎ _____

Academic Staff – Hours Approved must not exceed 7.5 hours in any one week for fulltime academic staff doing additional work– See page 2

Appointment Nature	Hourly Rate	No. of Hours per week	No of Weeks	Total Hours	Total Cost-Excludes OnCosts
Lecturer					
Repeat Lecturer					
Tutor					
Repeat Tutor					
Demonstrator					
Supervisor					
Clinical					
Marking					
Other/Meetings					
One-off Payment/ Telecoms Allowance					

Authorised Delegated Officer according to UWS Delegations:

I confirm that the supervisor has not indicated that there is a close personal relationship with the employee according to the conflict of interest guidelines and I am aware of all appointment conditions as stated on page 2. Arrangements have been put in place for IT access and resources as per Staff Agreement. I approve this appointment prior to the offer being made and accepted by the employee.

Delegated Officer (please print name) _____ Signature _____ Date _____

Contract Agreement:

I hereby accept and acknowledge casual employment with the above College/School/Office of UWS. I am aware of the terms and conditions of my employment (see page 2) and agree to abide by them. I comply with occupational Screening and vaccination policy requirements if required to work in a NSW Health Facility (see page 2). I also acknowledge receipt of Fair Work Information Statement. I have completed all forms including Casual Employment Authority, Tax File Number Declaration, Banking Details, Emergency Contact Details, Health Declaration and have provided proof of identity and academic qualifications. I have also disclosed any other academic employment with UWS in the area provided above.

Employee Name (please print) _____ Signature _____ Date _____

HR USE ONLY:

Prepared By _____ Date _____ Checked By _____ Date _____

CASUAL – CONDITIONS OF EMPLOYMENT

UWS DELEGATIONS - FOR ACADEMIC STAFF, THIS FORM MUST BE AUTHORISED AS PER B12 OF UWS DELEGATIONS WHICH INCLUDES DIVISION HEAD, COLLEGE DEAN, DIRECTOR, HEAD OF SCHOOL, SCCM AND CCM.
FOR RESEARCH STAFF, THIS FORM MUST BE AUTHORISED AS PER C7 OF UWS DELEGATIONS WHICH INCLUDES DVC ACADEMIC & RESEARCH, AND EXECUTIVE DEAN.

ENGAGING CASUAL STAFF / CASUAL EMPLOYMENT GUIDELINES: Details are available at the following web address:
http://www.uws.edu.au/people_and_culture/opc/working_at_uws/casual_employment

FORMS REQUIRED ON COMMENCEMENT INCLUDE: Casual Employment Authority, Tax File Number Declaration, Banking Details, Emergency Contact Details and Health Declaration. You should also receive a Fair Work Information Statement as per details below.

PAYMENT OF WAGES by ENTRY OF ONLINE TIMESHEET for CASUAL ACADEMIC STAFF – Payment of wages will be made by the Office of People and Culture, fortnightly in arrears on the ENTRY AND SUBMISSION of an approved online time sheet, You will need to provide evidence of your bank/building society/credit union account details. Forms are available from the HR web page, see address at bottom of this form.

Payment will be in accordance with the pay deadlines, which are available from the Office of People and Culture Website or from your Supervisor.

APPROVED CASUAL EMPLOYMENT AUTHORITY AND APPROVAL PERIOD – A casual employment authority must be signed by both the delegated officer and employee on or before commencement. As a casual appointment, the dates indicated on this form are not a guarantee of continued employment during the specified period. The dates are to be used as a guide only.

Hours worked in excess of those initially approved will not be paid.

Fulltime academic staff are permitted to work no more than an additional 7.5 hours in any one week.

TAXATION DECLARATION – You must lodge a Tax File Number Declaration form showing your Tax File Number and any rebates to be claimed. Please Note – it is illegal to claim the general exemption or any rebates from more than one employer at any one time. Declaration forms are available from Tax/Post Offices, and should be sent with the Casual Employment Authority form.

FAIR WORK INFORMATION STATEMENT – On commencement, you should receive a copy of the Fair Work Information Statement. Further details are also available from the Fair Work website: www.fairwork.gov.au

HIGHER DEGREE RESEARCH STUDENT – You must attach the consent and signature of the Chair of the Student Supervisory Panel to this CEA.

CONDITIONS OF EMPLOYMENT – Your conditions of employment are governed by the University of Western Sydney Academic Staff Agreement and relevant policies, procedures and statutory requirements. Copies of the Guide for Academic Employees – Casual Employment, Staff Agreement and relevant policies are available from the Office of People and Culture Website.

No person other than the Vice Chancellor, Deputy Vice Chancellor (Resources) or Director, HR is authorised by UWS to establish or vary the conditions of the appointment which are fully represented by the points outlined above, subject to the appropriate awards. This advice supersedes all prior discussions, communications and correspondence.

TERMINATION – UWS reserves the right to terminate employment with not less than one hour's notice for casual employees. Similarly, the same period of notice applies should a casual employee wish to resign.

SUPERANNUATION – The University will contribute on your behalf to UniSuper at the prescribed rate. Brochures are available from the Superannuation Officer on 029 678 7534.

REDUNDANCY – If you have previously received a redundancy payment from UWS, you will need to consult The Office of People and Culture prior to recommencing employment as the amount of weeks received would need to be exhausted.

WORKING WITH CHILDREN – UWS has a statutory responsibility to ensure that all employees, including casual research assistants, whose employment or research activity could involve working with children and young people are entitled to undertake such work. As a result, UWS will require a check to be undertaken on employees engaged in unsupervised interaction with children. Refer to The Office of People and Culture for a screening check to be undertaken. Please see "Working with Children – UWS Employees" policy on web.

CRIMINAL CONVICTION DECLARATION – You must advise your Supervisor or Director, HR in writing of any convictions.

IMMUNIZATION – If you are required to work in NSW Health facilities or if it is reasonably foreseeable that this will be a requirement, you will need to comply with the NSW Health Occupational Screening and Vaccination Against Infectious Diseases Policy. This comes into force 18th October, 2003. Details are available at the following web address: <http://www.health.nsw.gov.au/fcsd/rmc/cib/circulars/2002/cir2002-97.pdf>

PERSONAL RELATIONSHIPS – Staff should not engage or supervise a casual with whom they have a close personal relationship. Please see the "Guidelines on Conflict of Interest in Close Personal Relationships" on the Web at <http://www.uws.edu.au/uws/policies/ppm/doc/000093.html>. **Supervisors must inform the delegated officer of any potential conflict of interest.**

LOCATION – UWS conducts its operations on a number of campuses and you may be required to work and travel between any of these locations.

IMPORTANT MESSAGE FOR LONG TERM CASUAL EMPLOYEES – You may be eligible to apply for conversion to ongoing or fixed-term employment – refer to UWS Academic Staff Agreement – Terms of Engagement.

ACADEMIC EMPLOYMENT DISCLOSURE – A casual employee must disclose any other academic employment that is currently held at UWS.

QUALIFICATIONS – It is a requirement that a certified copy of relevant qualifications be forwarded to HR.

RESOURCES – On engagement casual employees will be issued with a University email address, staff card, library access, University network and internet access valid for a minimum period of six months provided the employee is engaged to teach across a full teaching session.

ENQUIRIES – For OPC contact and all form details, refer to web address: http://www.uws.edu.au/who_does_what/office_of_people_and_culture