

***Guide for***

***Academic and Professional  
Employees***

**Casual Employment**

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Welcome to the University of Western Sydney

The information contained in this publication is to assist casual employees to understand the terms of their employment with the University of Western Sydney and ensure the correct information is provided to the University to enable prompt payment of salary. Conditions related to casual employment are covered by the current Collective Agreements (available at [http://www.uws.edu.au/people\\_and\\_culture/opc/employee\\_relations/uws\\_enterprise\\_agreements](http://www.uws.edu.au/people_and_culture/opc/employee_relations/uws_enterprise_agreements) . If you have any enquiries relating to your employment with the University, including hours of work and salary payments, or any of the information contained in this document you should speak to your Supervisor.

This publication is to be read in conjunction with your Casual Employment Authority, the current Agreement (link above) covering your employment classification and any other information provided by your Supervisor (if applicable).

By signing the Casual Employment Authority, you acknowledge and agree to abide by the Terms and Conditions of employment by the University of Western Sydney (UWS), detailed further in this document.

The information in this document is organised as follows. If you are viewing this on line you can skip straight to any of these sections:

In many instances you will be directed to detailed information available on the UWS web. Note that contact details for all units and departments are available there. Please advise your Supervisor if you do not have access to the web and access to printed copy of important information will be arranged for you.

Additional information is available about casual employment at UWS in the document "*Information for Academic and Professional Employees – Frequently Asked Questions about Casual Employment at UWS*" which is available on the web at:

[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/casual\\_employment](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/casual_employment)

## 1. University of Western Sydney Mission Values and Plans

More information about UWS Strategic Plans can be found at the following link including detailed plans relating to Teaching and Learning, Research and Regional and Community Engagement.

<http://www.uws.edu.au/about/university/mission>

### **Mission, Values and Strategic Plan**

UWS aspires to be a place that brings positive change to the life opportunities of its students and a source of creativity and new knowledge that is relevant, robust and contributes to individual and community development.

The University's place will be at the leading edge of knowledge, providing a contemporary education that builds successful lives and careers for our students and graduates, and conducting research that speaks to the development of urban and rural regions, the new economy, cultural life and professional development.

### **Mission**

"To be a university of international standing and outlook, achieving excellence through scholarship, teaching, learning, research and service to its regional, national and international communities, beginning with the people of Greater Western Sydney"

### **Values**

UWS has a shared and explicit set of values which underpin all that it does.

- Excellence and quality in all endeavours
- Scholarly rigour and integrity
- Equity of access and inclusiveness
- Collegiality and participatory decision-making
- Academic responsibility and freedom
- Relevance and responsibility to our communities
- Ethics and accountability

## 2. UWS CODE OF CONDUCT

The UWS Code of Conduct establishes standards of behaviour expected of UWS employees, and is a guide to resolving ethical issues for those who are working in the University. You are required to confirm in writing that you have read and understood the UWS Code of Conduct. This document is available at:

<http://www.uws.edu.au/uws/policies/ppm/doc/000072.html>

See also the “Acceptable Use of Information Technology Resources” Policy relating to the use of computers which is available at

<http://sites.uws.edu.au/uws/policies/ppm/doc/000124.html>

## 3. IMPORTANT POLICY AREAS:

### 3.1 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.

### 3.2 Privacy, Confidentiality and Freedom of Information

Please visit the following web site to familiarise yourself with the UWS policy and practice in relation to privacy, confidentiality and freedom of information.

<http://apps.uws.edu.au/uws/policies/ppm/doc/000108.html>

Where employees have access to official University documents and information in the course of their employment, they need to maintain confidentiality and privacy of that information in order to protect individuals concerned and to ensure the efficiency and effectiveness of the operations of the University. Maintaining confidentiality is an essential condition of employment and a breach of that condition may lead to disciplinary action.

### 3.3 UWS Intellectual Property

The UWS policy regarding Intellectual Property is available at:

<http://www.uws.edu.au/uws/policies/ppm/doc/000085.html>

### 3.4 UWS Occupational Health and Safety

The purpose of the UWS Occupational Health and Safety policy is to promote the highest practicable standard of occupational health and safety within the University of Western Sydney, and to ensure compliance with the New South Wales Occupational Health and Safety Act 2000<sup>1</sup>, standards and codes of practice for occupational health and safety; that is, to provide the necessary direction and support to ensure the University meets its responsibility and accountabilities under the requirements of the occupational health and safety legislation and associated regulations and to provide clear guidelines for all UWS employees, students and others in meeting their legal obligations.

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<sup>1</sup> The main changes resulting from the OHS Act 2000 is a new duty for employers to consult with employees on matters affecting health, safety and welfare. The duty to consult applies to all employers regardless of the number of employees at the workplace.

All UWS employees are required to complete the mandatory OH&S OnLine training. These are self-paced modules (4). Go to [www.uws.edu.au/staff/ohs](http://www.uws.edu.au/staff/ohs). Click on the online link and log in as follows:

User Name = UWS  
Password = Safety

Or go to <http://elearn.com.au/uws/> and follow the prompts.

The OHS Policy and Procedures are available at:

<http://apps.uws.edu.au/uws/policies/ppm/policies.phtml#OHS>

### 3.5 UWS Equal Opportunity

It is the policy of UWS to provide equal opportunity for all employees and students regardless of sex, pregnancy, race, marital status, homosexuality, age, family responsibilities, disability, transgender, political conviction or religious belief. UWS integrates equal opportunity principles within all of its decisions and operations. The Equal Opportunity Policy is available at:

<http://www.uws.edu.au/uws/policies/ppm/doc/000095.html>

The Equity and Diversity Centre is a consultative and advisory unit to UWS on social justice matters relating to the attainment of substantive equality for diverse groups of people who have been under-represented in both education and employment. Find out more about the Equity and Diversity Centre at:

<http://www.uws.edu.au/about/adminorg/corpserv/edc>

### 3.6 Harassment, Vilification and Bullying

You can find information on these policy areas at

<http://sites.uws.edu.au/uws/policies/ppm/doc/000099.html>

### 3.7 Disability

For information related to disability and access visit the following UWS web sites:

<http://sites.uws.edu.au/uws/policies/ppm/doc/000094.html>

### 3.8 Conflict of Interest in Close Personal Relationships

UWS Guidelines re Conflict of Interest in Close Personal Relationships can be found at

<http://apps.uws.edu.au/uws/policies/ppm/doc/000093.html>

## 4. USE OF OFFICIAL FACILITIES AND EQUIPMENT

Employees are expected to use the facilities of the University efficiently, carefully and honestly. Such resources should not be used for private purposes without the express permission of the University.

## 5. CONDITIONS OF EMPLOYMENT

### 5.1 Agreements

Your conditions of employment are governed by Collective Agreements – the UWS Academic Staff Agreement, or the UWS General Staff Agreement. Copies of these Agreements are available from People and Culture, and from the following website: [http://www.uws.edu.au/people\\_and\\_culture/opc/employee\\_relations/uws\\_enterprise\\_agreements](http://www.uws.edu.au/people_and_culture/opc/employee_relations/uws_enterprise_agreements)

As a casual employee, you are engaged by the hour and paid on an hourly basis in accordance with the provisions of the relevant Agreement; No payment is made for any period of non attendance.

### 5.2 Re-employment as a Casual employee following Redundancy

As re-employment may have implications regarding your assessable income of your redundancy severance, you should seek independent legal, financial and ATO advice before you accept a contract for re-employment.

An employee who has separated from the University under redundancy provisions, cannot be re-employed in any capacity until after a period of time equivalent to the total severance component of their redundancy entitlement has been exhausted. The severance component includes pay in lieu of notice, redeployment and payment for completed years of service

### 5.3 Location

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

## 6. TERMINATION

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

## 7. GETTING PAID, OVERTIME, ALLOWANCES, SUPERANNUATION, ETC.

UWS Casual employees are paid on the submission of timesheets. Some information is provided here, see also the document "Guide for Academic and Professional Employees" available from the OPC web site at [http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/casual\\_employment](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/casual_employment)

## 7.1 Payment on Timesheets

Casual staff should submit their timesheet online. However, there are also two separate paper timesheets for UWS Casual employees: Academic Staff Timesheet, and Professional Staff Timesheet. Web links to all necessary forms including timesheets are detailed at section 7.7 of this document.

In order to prevent queries and delays in payment, it is essential that you complete the following details on your timesheet:

- Full name, address, phone number and employee number<sup>2</sup>
- Correct dates of work
- Position (e.g., Lecturer / Tutor)
- Approval number and cost centre
- Correct start and finish times, total hours worked, hourly rate, shift hours
- Signed by yourself and the School or your Supervisor (referred to as 'Delegated Officer' on the timesheet).

Timesheets are to be forwarded to Payroll Services in the Office of People and Culture on a fortnightly basis, in accordance with the payroll cycle deadlines dates.

[http://www.uws.edu.au/people\\_and\\_culture/opc/pay\\_and\\_benefits/salary\\_deadlines](http://www.uws.edu.au/people_and_culture/opc/pay_and_benefits/salary_deadlines)

It should be noted that failure to complete all details on the timesheet will delay payment as the form will be returned. If timesheets are submitted irregularly or more than one claim is submitted in any one fortnight, a higher rate of tax may be payable.

## 7.2 Overtime

Overtime is applicable only to Professional Staff. If claiming overtime you must complete the overtime/meal allowance form. Casual Professional Staff may claim overtime if working more than 35 hours in any one week, or work 35 hours during a week preceding weekend work in order to claim overtime for the weekend, otherwise shift penalties would need to be claimed.

Casual employees must not work hours in excess of those approved by their Supervisor. If you believe that it is necessary to work additional hours, you must raise the matter with your Supervisor and seek approval.

For more detailed information, please refer to the UWS General Staff Agreement.

## 7.3 Meal Allowance

Meal allowances may be claimed if you are required to finish work after 6.00pm with the meal break taken after 6pm, or work more than five hours on Saturday, Sunday or Public Holidays.

## 7.4 Required Information to enable payments

### **Taxation Declaration**

You must lodge a Tax File Number Declaration form (see Section 7.8 of this document) showing your Tax File Number and any rebates to be claimed. Please note:

- if you choose not to provide this form to the University you will be taxed at the highest income tax rate. It is illegal to claim the general exemption or any rebates from more than one employer at any one time

## **Banking Details**

You must provide personal and bank account details on the Banking Details Form – see Section 7.8 of this document.

## **Emergency Contact Details**

You will be required to submit at least one emergency contact. This can be changed/added by form available at the following link

[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/opc\\_forms\\_and\\_templates](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates)

or changed/added through Staff-on-line.

## 7.5 Superannuation

Should your casual employment satisfy certain criteria under the Superannuation Guarantee Legislation the University will make contributions for you to UniSuper. It is important that you provide your date of birth and TFN to assist with superannuation eligibility.

The Superannuation Guarantee Legislation states:

*If you are under 70 years and over 18, and are paid more than \$450 in any month and your employer provides no other superannuation support, your employer must contribute 9% of your salary to meet Superannuation Guarantee requirements.*

For more information please contact the Superannuation Officer, Pauline Pickham, on 9678 7534 (ext 7534 or at [p.pickham@uws.edu.au](mailto:p.pickham@uws.edu.au))

Further information is available from the UniSuper web site at <http://www.unisuper.com.au>

The Federal Government's Choice of Fund Legislation does not apply to staff of the University of Western Sydney because their employment is governed by an Enterprise Bargaining Agreement which nominates UniSuper as the fund to receive employer superannuation contributions.

## 7.6 Casual Payment Process in Brief

1. Casual Employment Authority (CEA) is completed i.e. signed by employee, approved by delegated officer in accordance with UWS Delegations and then forwarded to Payroll Services together with Taxation Declaration and banking details form.
2. After the work is carried out, the timesheet is completed preferably online and payment is made in accordance with fortnightly payroll cycle deadline dates. All details must be completed - instruction details are also on the reverse side of the paper timesheet.
3. The online timesheet is automatically sent to your supervisor for approval. The paper timesheet is signed, dated and submitted to your Supervisor for authorisation.
4. Timesheet is forwarded to Payroll Services for payment.

### **Note:**

1. Failure to complete all details will delay payment as the form will be returned.
2. Original timesheets are preferred. If timesheet is faxed **DO NOT FOLLOW-UP WITH ORIGINAL**. The original copy is to be stored at point of origin for audit purposes.
3. If you submit your claims irregularly you may pay a higher rate of tax.

Note: Web details for Collective Agreements, Timesheets, Casual Pay Rates and deadlines are detailed in the next Section of this document.

#### 7.7 Checklist of Information/documentation required:

1. A signed contract of employment approved in accordance with UWS Delegations in the form of "Casual Employment Authority".
2. UWS is required by Australian law to verify your status to legally work in Australia. You will be asked to provide the original of your birth certificate, Australian passport or (if you do not hold an Australian passport) a current Visa stipulating authority to work in Australia. Your supervisor will take a copy of this documentation and immediately return the original to you.
3. Forms for Tax, Emergency Contact Details, Banking Details and Health Declaration:
  - TFN Declaration and Withholding Declaration (if applicable) dated to reflect the commencement of your employment at the University
  - Emergency Contact Details and Bank Account details completed or updated on the Emergency Contact Details and Banking Details Form.

These forms are available at

[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/opc\\_forms\\_and\\_templates](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates)

4. For Casual Employees, timesheets to claim payment for hours worked must be approved and forwarded to the Payroll Services Team as per pay cycle deadline dates. The timesheet form is available under 'Casual Employment' at:

[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/opc\\_forms\\_and\\_templates](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates)

#### Additional Information

- UWS (Academic) and (General Staff) Agreements:  
<http://staff.uws.edu.au/staffportal/hr.phtml>
- Casual Academic and Professional Staff Timesheets  
[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/opc\\_forms\\_and\\_templates](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates)
- Casual Employee Pay Rates:  
<http://staff.uws.edu.au/staffportal/hr.phtml>
- UWS Payroll Cycle Deadline and Payment Dates  
<http://staff.uws.edu.au/staffportal/hr.phtml>

For further information, please direct enquiries in the first instance to your Supervisor.

Contact telephone numbers for Payroll Services staff in the Office of People and Culture are available at

[http://www.uws.edu.au/who\\_does\\_what/office\\_of\\_people\\_and\\_culture](http://www.uws.edu.au/who_does_what/office_of_people_and_culture)

## 8. RIGHTS TO CONVERSION TO ONGOING OR FIXED TERM EMPLOYMENT

The UWS General Staff Agreement provides the opportunity for a casual employee to seek conversion of their employment status to ongoing employment or fixed-term employment provided certain conditions can be satisfied.

These conditions require the casual employee to have been employed by the University on a regular and systematic basis in the same or a substantially the same position in the same organisational unit either:

- a. over the immediately preceding 12 months during which their average weekly hours worked equalled at least 50% of the ordinary weekly hours of an equivalent employee engaged full time or
- b. over the immediately preceding 24 months.

Individual casual employees are required to apply in writing to seek to have their casual employment converted to ongoing or fixed-term employment subject to meeting the requirements outlined in the Agreement. Full details about conversion to ongoing or fixed term employment for casual employees can be found in the UWS General Staff Agreement at

[http://www.uws.edu.au/people\\_and\\_culture/opc/employee\\_relations/uws\\_enterprise\\_agreements](http://www.uws.edu.au/people_and_culture/opc/employee_relations/uws_enterprise_agreements)

The Application for Conversion from Casual Employment form can be found at

[http://www.uws.edu.au/people\\_and\\_culture/opc/working\\_at\\_uws/opc\\_forms\\_and\\_templates](http://www.uws.edu.au/people_and_culture/opc/working_at_uws/opc_forms_and_templates)

## 9. CONTACT DETAILS

Contact details and guides for the Office of People and Culture are available on the UWS website at [http://www.uws.edu.au/who\\_does\\_what/office\\_of\\_people\\_and\\_culture](http://www.uws.edu.au/who_does_what/office_of_people_and_culture)