Casual employment

A casual employee is engaged and paid on an hourly basis. The rate includes a loading to compensate for the casual nature of the appointment and all forms of leave. You should check that a person is legally entitled to work in Australia before you employ them and ensure that the person has the appropriate qualifications for their level of appointment. If the person is not an Australian citizen, contact your HR Liaison Team to discuss your options.

Terms of appointment

Casual employees should only be engaged to undertake work which is ad hoc, intermittent, unpredictable or involves hours that are irregular.

A casual academic can only be appointed through a casual academic contract.

Casual Professional/General staff are not contracted in the same way as casual academic staff. Appointments for casual professional/general staff are as follows:

- Minimum of 3 hours per engagement and maximum 12 months engagement.
- Overtime applies after 10 hours
- No more than 5 hours work without a minimum half hour break
- Notice period of 1 hour
- The rates for casual professional/general staff are calculated from the ordinary professional/general staff salary rates divided by 52.178571 divided by 35 + 25%

Steps for administrative arrangements

1. Ask the preferred candidate for a CV and original evidence of their qualifications.
2. Check the Enterprise agreement (schedules I and II) to ascertain the appropriate rate for the work to be performed.
3. Complete the appropriate contract or appointment forms (casual academic contract or casual professional/general staff appointment) as appropriate and submit this with the FTN Declaration Form and Australian banking details to HR prior to commencement.
4. Provide the UniSuper Product Disclosure Statement (PDS) for the Accumulation 1 account which is available on their website here. The application form can be found at the back of the PDS.
5. Advise and provide instruction to the person on how to complete a timesheet via web kiosk in order to be paid.
6. Provide the person with adequate information to perform the required duties (for example, an academic will need subject outlines, marking guides, assessment and grading policies).
7. Ensure the casual staff member undertakes induction

Use of professional networks to identify casual staff

Casual staff can be identified through professional and community networks. Any conflict of interest should be declared. For example, where a hiring supervisor has a close personal relationship with a person identified for casual employment. In all instances of potential or perceived conflict of interest, the CSU Code of Conduct and Conflict of Interest Procedure should be used as a guide.

Identification of casual general staff

The Division of Human Resources maintains casual registers (grouped by campus location) for:

- Children’s Centre/Preschool Staff
- Technical Staff
- Administration Staff

In the event of any discrepancy between this fact sheet and the Enterprise Agreement, the terms of the Agreement will prevail.

Last reviewed: May 2015

Asset ID # 515474
## Employing Casual Staff

### Division of Human Resources Fact Sheet

<table>
<thead>
<tr>
<th>Contact</th>
<th><a href="mailto:hr@csu.edu.au">hr@csu.edu.au</a> for access.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU students register for work on the</td>
<td>Student Employment Forum.</td>
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</table>

### Identification of casual academic staff

Applicants for casual academic work are directed via the Human Resources website to the relevant School. The School retains the recruitment records (including the Curriculum Vitae) of casual staff.

### Referee checks

All casual applicants should provide the names and contact details of two professional referees. You should check with the applicant’s referees prior to offering any casual work. The Reference Check Guide used for recruiting continuing staff can be adapted to casual staff recruitment.

### When to advertise a casual appointment

You may need to advertise a casual role that requires specialised skills not available through the casual registers or your professional networks.

### Managing casual advertising

Casual advertising is the responsibility of the hiring supervisor. Your advertisement should be sent to your HR Liaison Team, together with the Casual Advertising Form, which includes an authorisation for expenditure associated with advertising.

### Advertisement templates

The Casual Advertisement Template should be used when advertising casual positions to ensure consistency with the corporate branding of the University.

### Online advertising on SEEK

Your advertisement can be published on the SEEK website by the HR Service Centre for a maximum of one month. Please note that a separate SEEK advertisement will be required for each campus. Complete the Casual Advertising Form to advertise on SEEK.

### Print advertising

Forward your advertisement and the Casual Advertising Form to hr@csu.edu.au. Your HR Liaison Team will then obtain a quote from the University’s advertising agency and forward to you for approval.

### Receiving applications

All applications are to be emailed to a nominated person in your Division/Faculty/Office/School. Please ensure this person is available to respond to questions. Applications will not be processed via Web Kiosk. The hiring supervisor is the contact point for applicants and manages the application process.

### Forms

- Casual Advertisement Template (password protected)
- Casual Advertising Form

### Related information

- [http://www.csu.edu.au/division/hr/recruit-and-appoint/casual-staff](http://www.csu.edu.au/division/hr/recruit-and-appoint/casual-staff)

### Further information

Contact your HR Liaison Team

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