
Schedule A**CONDITIONS OF EMPLOYMENT****UNIVERSITY STATUTES & RULES**

The Charles Sturt University Act, (1989), the University's Statutes, Rules of the University made pursuant to the Statutes, and resolutions of the Council of the University contain provisions relating to the engagement, rights and duties of academic staff. Copies of these instruments can be found in the CSU Administrative Manual held by the School Secretary or at www.csu.edu.au/division/hr

The University reserves the right to terminate the appointment, if necessary, at not less than one week's notice.

Schedule B**GENERAL INFORMATION****TAXATION**

You must lodge a fully completed tax declaration form with the University if you are a new staff member or your tax status has changed since completing the last declaration with CSU.

Human Resources need to receive this tax declaration and acceptance within five (5) working days of signing the declaration.

PAYMENT OF SALARY

Please note that the University does not pay casual academic staff directly by cash or cheque. Please provide your taxation and banking details to ensure your payments can be made promptly and directly into your bank, building society or credit union account.

SICK LEAVE & ANNUAL LEAVE

Casual academics are not entitled to sick leave or annual leave as each salary rate includes a loading for such entitlements.

SUPERANNUATION

Casual academics may be eligible to receive employer superannuation guarantee contributions in accordance with Superannuation Guarantee legislation. Contributions are paid to UniSuper.

The payment of the benefit will be made in accordance with the provisions and regulations of the relevant acts, CSU Enterprise Agreement and the UniSuper Trust Deed.

The information outlined is not to be regarded as official advice in relation to the scheme or a substitute for any statements or provisions in relevant acts.

For specific and official advice in respect to your superannuation entitlement, you are requested to personally contact UniSuper at the following address:

UniSuper Management Pty Ltd
Level 37, 385 Bourke Street
MELBOURNE VIC 3000

Telephone: 03 9691 4100 or
Toll Free: 1800 331 685

www.unisuper.com.au

If you wish to discuss salary packaging options you should email salpack@csu.edu.au You will need to confirm arrangements for each contract.

PRIVACY

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*. You are required to provide this information to commence employment at CSU. Access to this information is available to you, your supervisor, the Dean of Faculty and those persons authorised to access the information in the course of their duties at the University. Copies of this form will be retained by the School and the Division of Human Resources. Further details regarding access and notations to personal information you provide to the Division of Human Resources are set out in the University's policy "*Access to Personal Files*".

APPOINTMENT CLASSIFICATION CODES

AX260	Specialist Lecture	AX190	Repeat Tutorial	AX288	Clinical Educator (Max-Qual) 3
AX250	Developed Lecture	AX165	Significant Marking (Qual) 1	AX278	Clinical Educator (Max) 4
AX240	Basic Lecture	AX160	Significant Marking	AX274	Clinical Educator (Min) 5
AX230	Repeat Lecture	AX155	Standard Marking (Qual) 1	AX175	Other Academic Activity (Qual) 1
AX200	Tutorial	AX150	Standard Marking	AX170	Other Academic Activity
AX195	Repeat Tutorial (Qual) 1	AX284	Clinical Educator (Min-Qual) 2	AXATA	ATAS Tutoring

- 1 Applies where the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.
 - 2 Little preparation required and the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.
 - 3 Normal preparation time and the person is required to carry out full subject coordination duties as part of their normal duties, or upon appointment they hold or during appointment they gain a relevant doctoral qualification.
 - 4 Normal preparation time.
 - 5 Little preparation required.
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