

# Appointments: Casual Procedure



## 1 Purpose

To outline the appropriate use of casual engagements and the process of recruitment, selection and appointment of casual Employees.

## 2 Scope

This Procedure applies to all casual professional and casual academic appointments.

## 3 Procedure Overview

This Procedure details the process for the recruitment, selection and appointment of casual Employees.

## 4 Procedures

### 4.1 Definition of casual employment

A casual Employee is engaged and paid on an hourly basis, with a loading to compensate for benefits (such as personal and annual leave) for which a casual Employee is not eligible.

#### 4.1.1 Professional Employees

A casual professional Employee is appointed to work an irregular pattern of hours on an adhoc, intermittent basis. A casual appointment may vary from week to week, and month to month, with possible periods of no employment, up to the full-time equivalent of 72 hours per fortnight. Employment ceases at the end of the engagement. Casual professional Employee salaries are in accordance with Schedule E - Casual Professional Employee Salaries contained in the USQ Enterprise Agreement.

The minimum period of engagement for casual professional Employees will be as follows:

| Description   | Minimum period of engagement for casuals |
|---|--|
| Casual professional Employees who are Students (including postgraduate Students) and who are expected to attend the University on that day in their capacity as Students. | 1 hour                                   |
|   |  |

|  |         |
|--|---------|
| Casual professional Employees with a primary occupation elsewhere (or with the University) | 1 hour  |
| Casual professional Employees who are Disability Support workers                           | 2 hours |
| All other casual professional Employees  | 3 hours |

In order to meet personal circumstances, a casual professional Employee may request a minimum engagement of less than three hours per day where this is suitable for both the Employee and the University.

For casual Professional Employees where the minimum period of engagement is three hours, the three hour minimum period of engagement is applicable only once per day, e.g. if a casual Employee works for three hours in the morning, then has a break and works again for one hour in the afternoon (on the same day), the Employee is entitled to 4 hours pay only and does not receive the three hour minimum for the second period of work.

#### **4.1.2 Academic Employees**

An essential feature of casual academic employment is that there is no expectation of continuity of employment, unless stated otherwise, in writing, by the Chief People Officer. The casual academic rates are as set out in Schedule B - Casual Academic Salaries contained in the USQ Enterprise Agreement. The hours worked by a casual academic Employee may vary from week to week, and month to month, with possible periods of no employment.

Where a casual academic Employee is required to undertake work activities from home, the Employee may be entitled to receive an allowance to cover the costs of internet usage, as determined by the faculty/section.

The circumstances in which academic casual employment will normally be used includes: work of an irregular or intermittent nature; supervision of practical teaching; covering short-term absences; provision of employment opportunities to postgraduate Students; or provision of industry or professional experience to teaching programs.

Academic casual Employees may be engaged to undertake work activities not covered in Schedule B - Casual Academic Salaries commensurate with their qualifications, subject matter expertise and experience. In these circumstances, the casual academic rates set out in Schedule B - Casual Academic Salaries will not apply and the casual academic Employee, on approval of the Chief People Officer or nominee, will receive payment based on a casual hourly rate calculated in accordance with the formula in Schedule B - Casual Academic Salaries. This casual hourly rate will be derived from Schedule A - Academic Employee Salaries and take into consideration the qualifications, expertise and experience of the Employee.

## **4.2 Appointment process**

An appointment to a casual position may be made by the Category 4 Delegate or above without

advertising the vacancy or applying the University's selection Procedures. Where one or more persons are considered suitable for an appointment the merit principle will apply. No signature from the Chief People Officer is necessary.

Delegates and Employees have an obligation to advise of any perceived, potential or actual Conflict of Interest that may undermine the application of natural justice and procedural fairness.

To make an appointment, the employing cost centre completes the casual appointment process and obtains approval from the Category 4 Delegate or above. The Employee is required to accept the appointment and the conditions of employment, and submit to the People Portfolio, prior to commencing duty. A casual Employee will be provided with documentation specifying the duties required to be performed; the number of hours required; the salary to be paid; and a statement that any additional duties required will be remunerated accordingly.

Irrespective of the source of funding (research grants etc) all appointments will normally be made at step one of the classification level unless authorised by the Category 4 Delegate or above. The exceptions are casual academic salaries as outlined in Schedule B of the USQ Enterprise Agreement.

The completed Casual Employment Payment Claim must be submitted to Payroll for processing in accordance with normal pay timelines.

The University will pay a casual Employee within 22 calendar days of submission to Payroll of a valid and completed Casual Employment Payment Claim.

In order to submit a final payment claim, casual Employees will be able to access the relevant University systems for a two month period following the conclusion of a casual appointment.

### **4.3 Concurrent appointments**

An Employee will not normally hold concurrent appointments. When an Employee is required to do additional work (irrespective of whether the work is for another faculty or section) a variation to their terms of engagement will be made.

The Chief People Officer will advise the Employee, in writing, of the variation to their conditions prior to the additional work being carried out. Faculties or sections will be required to organise the reimbursement of employment costs where applicable.

Full-time or fractional Employees currently employed on a continuing or fixed-term basis may be permitted to undertake additional casual employment as paid work at the University. Additional casual employment may only be undertaken where the work has duties distinct from the substantive position of the incumbent, and provided that the casual employment is not being used as an alternative to any of the following:

- making additional continuing or fixed-term appointments;

- paying overtime to existing Employees; or
- extending the working hours of fractional Employees.

Where an Employee is considering undertaking additional casual work within or outside their work area, the Employee must advise their Supervisors in all work areas.

## **4.4 Employment of Close Relatives**

If the proposed Employee is a Close Relative of the Delegate recommending the appointment, or represents any perceived, potential or actual Conflict of Interest, approval must be gained from the next highest Delegate.

## **4.5 Non-renewal of contracts**

Casual employment contracts will not be extended. Subsequent casual employment requires a new casual employment contract.

Where casual employment is terminated for valid reasons, the University will give the Employee one hour's notice.

The terminating Employee will be provided with a separation certificate if requested; and the People Portfolio will handle enquiries from government agencies concerning the Employee's employment.

## **4.6 Induction**

The employing faculty or section must provide a new Employee with an appropriate workplace induction which includes a workplace health and safety component. This induction program will cover the necessary components as outlined in the Employee Induction and Onboarding Procedure.

## **4.7 Casual and short-term employment pool**

Faculties and sections are encouraged to use the Casual and Short-Term Employment Pool administered by the People Portfolio. In the event that a suitable candidate is not able to be located from this pool, faculties and sections may contact the University's preferred external employment agency as an alternate Supplier of casual Employees.

## **4.8 Records**

All documents relating to casual Employees will be retained within the People Portfolio, for the minimum retention period specified in the Records and Information Management Procedure.

## 4.9 Conversion - professional Employees

Upon appointment, the University will advise a casual professional Employee that, after serving qualifying periods as provided below, casual Employees may have a right to apply in writing for conversion to non-casual employment.

A casual professional Employee will be eligible to apply for conversion, if they have been employed on a regular or systematic basis in the same or a similar and identically classified position in the same work area for a period of 12 months and worked at least 50% of the full-time equivalent hours; or if they have worked over the immediately preceding period of at least 24 months.

Occasional and/or short-term work performed by the Employee in another classification, job or department will not:

- affect the Employee's eligibility for conversion;
- be included in determining whether the Employee meets or does not meet the eligibility requirements.

The University may refuse an application for conversion on reasonable grounds which include, but are not limited to, the following:

- the Employee is a Student, or has recently been a Student, other than where their status as a Student is irrelevant to their engagement and the work required;
- the Employee is a genuine retiree;
- the Employee is performing work which will either cease to be required or will be performed by a non-casual Employee, within 26 weeks (from the date of application);
- the Employee has a primary occupation with the University or elsewhere;
- the Employee does not meet the essential requirements of the position; or
- the work is ad hoc, intermittent, unpredictable or involves hours that are irregular.

In relation to the last dot point above, whether there are reasonable grounds to refuse conversion will depend upon the entirety of the circumstances in the particular case. However, as general propositions, Employees who work a limited number of weeks each year, even if those weeks are regular (including persons such as exam invigilators and persons employed to assist in Enrolment periods), will be seen as working on an "intermittent" basis and could be

refused conversion. Conversely, an Employee who works from March to November each year, and who does not work for example on weekends, during Semester breaks and over the long vacation, would not be considered "intermittent" for the purpose of the clause.

The University must determine an application for conversion either by offering conversion to non-casual employment or by rejecting the application. If the University rejects the application, it must provide written reasons for rejecting it. If the application is accepted, the Employee will be offered a non-casual position.

Conversion may be to either a continuing appointment or to a fixed-term appointment. The offer of conversion will indicate the hours and pattern of work which, subject to due consideration of the employer's operational requirements and the desirability of offering the Employee work which is as regular and continuous as is reasonably practicable, will be consistent with the Employee's casual engagement.

Conversion may be, but is not required to be, to full-time, sessional, fractional, term or annualised hours employment. Conversion of a casual Employee to any of these modes of employment may occur where by custom and practice the work has been performed by casual Employees on such a basis, or otherwise by agreement between the University and, where requested by an Employee, their nominated representative.

Employees converted under these arrangements will not have their casual service count as service for the purpose of calculating any other existing entitlements except for:

- Long service leave, if, at the time of conversion, the University provides casual Employees with an entitlement to long service leave. In such a case casual service with the University would count for the purposes of any qualifying period for long service leave; and
- Any applicable parental leave.

An Employee whose application for conversion is rejected will not be entitled to apply again within 12 months, except where that rejection is solely based upon the ground set out in the reasonable grounds for approval above and that ground ceased to apply.

Any dispute arising out of the application of this process shall be dealt with in accordance with the dispute Procedures set out in the USQ Enterprise Agreement.

## 5 Delegated Responsibilities

| Approver                     | Level of Delegation   |
|------------------------------|---|
| Category 4 Delegate or above | Approval of all casual appointments.<br><br>Approval allowing Employees currently |

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|                      | employed on a full-time basis to undertake additional casual employment.   |
| Chief People Officer | Approve a casual hourly academic rate of pay, for Employees undertaking work activities not covered in the USQ Enterprise Agreement Casual Academic Salaries Schedule. |

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

|   |   |
|---|---|
| <b>Accountable Officer</b>                      | Chief People Officer  |
| <b>Responsible Officer</b>                      | Chief People Officer  |
| <b>Policy Type</b>                              | University Procedure  |
| <b>Policy Suite</b>                             | Recruitment, Selection and Appointment Policy   |
| <b>Subordinate Schedules</b>                    |   |
| <b>Approved Date</b>                            | 6/1/2021  |
| <b>Effective Date</b>                           | 6/1/2021  |
| <b>Review Date</b>                              | 3/4/2022  |
| <b>Relevant Legislation</b>                     | <a href="#">USQ Enterprise Agreement</a>  |
| <b>Related Policies</b>                         |   |
| <b>Related Procedures</b>                       | <a href="#">Employee Induction and Onboarding Procedure</a><br><a href="#">Records and Information Management Procedure</a> |
| <b>Related forms, publications and websites</b> | <a href="#">People Portfolio Website</a>  |
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## Definitions

## Terms defined in the Definitions Dictionary

### [Close Relative](#)

Close relatives for this purpose are spouse/partner, parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, stepfather, stepmother, stepsister, stepbrother, half-sister, half-brother, grandparent, granddaughter, grandson, son-in-law, daughter-in-law, any other person approved by the Vice-Chancellor or delegated officer.

### [Conflict of Interest](#)

If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

### [Delegate \(noun\)](#)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.



## [Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

## [Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

## [Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

## [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

## [Semester](#)

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

## [Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

## [Supplier](#)

An organisation known to be capable of supplying the required Goods and/or Services.

## [University](#)

The term 'University' or 'USQ' means the University of Southern

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|                  | <p>Queensland.</p> <p><a href="#">USQ Enterprise Agreement</a></p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>  |
|                  | <p><b>Definitions that relate to this procedure only</b></p>   |
|                  | <p><b>Supervisor</b></p> <p>Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p> |
| <b>Keywords</b>  | Casual, appointment, concurrent appointments, conversion, additional work, tutoring, marking, seasonal work, job   |
| <b>Record No</b> | 13/247PL   |