

HR63 OFFER OF EMPLOYMENT FORM



THE UNIVERSITY OF
NEW SOUTH WALES

This form is to be completed before engaging casual academic staff. Submit the original of this form to the Salaries Unit together with the Taxation Declaration Form. A copy is to be provided to the employee and one copy kept for School/Unit records.

Human Resources Department
1st Floor, The Chancellery
Telephone: (02) 9385 2711
Facsimile: (02) 9662 2832

PART A - OFFER OF EMPLOYMENT

The University of New South Wales (UNSW) offers to engage the services of _____ (the employee) in _____ (name of School) on a casual basis to perform the duties set out below.

The employee's conditions of employment are covered by the *UNSW (Academic Staff) Enterprise Agreement 2011* (the Enterprise Agreement – available at <http://www.hr.unsw.edu.au/services/indrel/ea.html>)

Employment period

Employment commences _____ (date) and is expected to cease by _____ (date).

Duties

DUTIES	RATE PER HOUR	ENVISAGED NUMBER OF HOURS PER WEEK	ENVISAGED NUMBER OF WEEKS
Casual Lecture			
Casual Repeat Lecture			
Casual Tutorial			
Casual Repeat Tutorial			
Casual Marking			
Demonstration and Other Duties			
Clinical Supervision			
Music Accompanying			

	RATE PER HOUR (not mandatory as may be an agreed amount)	ENVISAGED NUMBER OF HOURS	AMOUNT TO BE PAID
One-off: Academic Duties Payment			

Current rates of pay for casual academic staff (including the rates applicable for any additional duties required during the term of appointment) are prescribed in 'the Enterprise Agreement'. The employee will be paid for any additional duties undertaken by the employee at the request of UNSW.

PART B – EMPLOYMENT DECLARATION AND AUTHORITY

- I accept this offer of employment.
- I have attached a Tax Withholding declaration.
- This employment does not contravene visa restrictions about paid employment in Australia that apply to me.
- I have disclosed all other academic employment that I currently hold at UNSW.
- I certify that by undertaking this employment I do not exceed the 37.5 hours of casual academic work (including associated working time) in any one week.
- If at any time during my employment I owe any monies to the University, I agree that the University may: withhold any monies owing by the University to me until I have repaid the monies owing or deduct any such monies owing to the University by me.
- I am aware of the Fair Work Information Statement (at: <http://www.fairwork.gov.au/Pay-leave-and-conditions/Conditions-of-employment/Documents/Fair-Work-Information-Statement.pdf>)

Signature: _____ Date: _____

Note: If you are not an Australian citizen your visa must be sighted by the University and a copy attached to this form

Funding

NB: full chart field must be completed. This form is not to be used for Change of Funds

PROJECT	ACCT	FUND	DEPT

Establish encumbrance for casual? Yes NoTotal amount including on costs (current year only): \$ _____

In which state will this work will be carried out? (For Payroll Tax purposes) STATE: _____

Declaration by Head of School

School of _____ :In authorising this casual appointment I am satisfied that:

- The employee is appropriately qualified and/or experienced to carry out the proposed duties and is an Australian citizen, permanent resident or has visa authorisation allowing this employment.
- In taking up the position the employee will not breach 'the Enterprise Agreement'.
- This appointment will not breach the UNSW Code of Conduct, particularly with regard to conflicts of interest due to significant relationships.
- Funds are available from the chartfield provided and I authorise payment for the specified work.
- The Orientation and Induction Checklist for Casual Staff has been completed.

Name of Head of School_____
Signature_____/_____/_____
Date**Immediate Supervisor**

Name of immediate Supervisor: _____ Employee no: _____

Position: _____ Contact number: _____

Sources of assistance and advice for casual academic staff and their supervisors include:**Human Resources Department:** (02) 9385 2711**Salaries Unit:** (02) 9385 1706**Equity and Diversity Unit:** (02) 9385 4734**Organisation & Staff Development Services Unit:** (02) 9385 3111

In accordance with legislation the Superannuation Guarantee Levy is paid for casual academic staff to UniSuper's Accumulation Super 1 (previously called the Award Plus Plan). Staff receive individual statements each year from UniSuper. Further enquiries may be made by contacting the Superannuation Office on (02) 9385 2763 or 3194.

This section is to be completed by the employee. All sections to be completed in full.**Employee Personal details**

Family Name: _____ Given Name: _____

Home Address: _____ Postcode: _____

Male Female

Employee number (if known):

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Date of Birth: _____ (compulsory for Superannuation Purposes)

Contact no : _____

Email Address: _____

Emergency Contact: Name:

Contact Number:

Financial Institution Details for Deposit of Pay

Institution Name: _____

Branch Location: _____

Branch (BSB) Code:

			-				
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Account Number:

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Max (9 digits)

Name(s) in which account is held _____

Academic qualifications and experience

Please give details of relevant qualifications and experience for this position. Attach a copy of your CV if available.

Previous employment history at UNSW:

Signature of employee: _____ Date: ____/____/____

Further Information:

Pay Claims: Instructions on how to enter claims on-line can be found here:
http://www.hr.unsw.edu.au/services/salaries/Casual_Pay_Claims_brochure.pdf

Pay advices: Pay advices are available to print or view online at <https://my.unsw.edu.au> **Login ID:** (ex: staff s1234567 or student z1234567) **UniPass:** (if you do not have a UniPass ring 9385 1333).

Workplace Surveillance:

Under the *Workplace Surveillance Act 2005* the University is required to notify employees of the following matters.

Camera Surveillance

The University operates security cameras for the purpose of ensuring the safety and security of staff, students, visitors and the University's premises and facilities. Notices that the University's campuses are monitored by cameras are normally located at each of the entrances to the University's campuses or to selected buildings. Cameras are clearly visible and not disguised or secreted. Camera surveillance occurs on a continuous and ongoing basis.

Computer Surveillance

The use and operations of the University's Information and Communication Technology (ICT) Resources is governed by:

- [The Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Policy](#); and
- [The Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Procedure](#)

The Policy and Procedure contain important information and requirements in respect of the use of UNSW ICT resources, including in relation to UNSW monitoring OF ICT usage and records, including how such monitoring is carried out. Copies of this Policy and this Procedure are available at <http://www.gs.unsw.edu.au/policy/findapolicy/policylist.html>. Please read and familiarise yourself with this Policy and Procedure before you commence work. Monitoring of ICT usage and records will be conducted by the University in accordance with the Policy and Procedure, on a continuing and ongoing basis.

Casual Staff Checklist



UNSW

Employee Name: _____

School/Work Unit: _____

Faculty/Division: _____

Activities to be completed by Supervisor or appropriate delegate

√ n/a **Important Policies and Procedures**

- UNSW [Code of Conduct](#)
- Occupational Health & Safety policies
- Emergency procedures
- [The Equity and Diversity Policy Statement](#)
- UNSW Staff Complaint Procedures
- [Conflict of Interest Policy](#)
- Intellectual Property Policy

√ n/a **Work Area Orientation**

- Introduced to the person they report to on a day to day basis and immediate co workers
- Keys/swipe card to office given (if applicable)
- Parking permits have been provided (if applicable)
- Tour of work area provided including whereabouts of amenities
- Emergency evacuation procedures explained
- First Aid information explained
- Key Health and Safety information explained
- Introduced to personal work space
- Shown how to operate computer and other key equipment (photocopier, fax, printer)
- Informed of internal/outgoing mail procedures
- Identify and discuss essential operating policies and who to ask for help

√ n/a **Job performance**

- List of duties given
 - Responsibilities and objectives of role explained
 - Deadlines set (if applicable)
- Initial on the job coaching is provided (allow some time for supervised practice prior to leaving the casual staff member or temp to get on with the job if necessary)

√ n/a **Employee organisations at UNSW**

- Provided with access to membership forms to employee organisations at UNSW. Membership forms for the NTEU, CPSU and AMWU are available at the following links respectively:
<http://www.nteu.org.au/join/forms> ;<https://membership.psa.asn.au/join/>
<http://amwu.org.au/join-us/12/join-now/>

The information as outlined in the above checklist has been provided.

Employee Signature: _____ Date: _____

Supervisor or Delegate: _____ Date: _____

This form should be retained by the supervisor in the staff members file.