



# SAL11

## EMPLOYMENT OF CASUAL PROFESSIONAL STAFF

(HR.V1.0 - 7.05.18)

This form is to be completed before engaging casual professional staff employees. Submit the original of this form to the Salaries Unit together with a Tax Employment Declaration Form. **A copy is to be provided to the employee** and one copy kept for School/Unit records. Allow 24-48 hours before entering hours worked online via myUNSW.

### PART A: OFFER OF EMPLOYMENT

The University of New South Wales (UNSW Sydney) offers to engage \_\_\_\_\_ (the employee) in the \_\_\_\_\_ (School/Unit) as a casual employee.

The employee's conditions of employment are covered by the *UNSW Australia (Professional Staff) Enterprise Agreement 2018*. The Enterprise Agreement is available at <https://www.hr.unsw.edu.au/services/indrel/ea.html>

A minimum period of engagement of three (3) hours for casual employees applies unless a lesser period is specified and agreed upon prior to an engagement between the employee and their supervisor/manager.

#### Immediate Supervisor

Name of immediate supervisor: \_\_\_\_\_ Position Title: \_\_\_\_\_

Position Number (if known): \_\_\_\_\_

Email address: \_\_\_\_\_ Employee No: \_\_\_\_\_ Contact Number: \_\_\_\_\_

#### Approval by Head of School/Unit

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. **I have sighted proof of appropriate work rights to work within Australia.**
- This appointment will not breach the UNSW Sydney [Code of Conduct](#), particularly with regard to conflicts of interest due to significant relationships.
- Funds are available and I authorise payment for the specified work.
- The Orientation and Induction Checklist for Casual Staff has been completed.

\_\_\_\_\_  
Name of Head of School/ Unit

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Ext

### PART B: EMPLOYMENT DECLARATION AND AUTHORITY

- I accept this offer of employment.
- This employment does not contravene visa restrictions about paid employment in Australia that apply to me and **I have provided proof of appropriate work rights to work within Australia.**
- I authorise UNSW Sydney to deposit my salary into the account detailed on this form.
- 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 (<http://www.fairwork.gov.au/FWISdocs/Fair-Work-Information-Statement.pdf>)
- A Taxation Employment Declaration is attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If you are not an Australian citizen your visa must be sighted by UNSW Sydney and a copy attached to this form.

**PART C: PERSONAL DETAILS**

Employee ID: Z

Family Name:   
(IN FULL)

Given Name/s:

Residential Address:   
Postcode:

Male  Female  Non-binary  Prefer not to answer

Date of Birth: (dd/mm/yy)  (compulsory for Superannuation purposes)

Contact Number:  Email:

Emergency Contact: Name:  Number:

**Are you an Australian Indigenous person? If so please indicate one of the following:**  
Aboriginal descent  Torres Strait Islander descent  Aboriginal & Torres Strait Islander descent

**PART D: POSITION DETAILS**

Employment to Commence:  For Payroll Tax purposes please indicate in which State this work will be carried out. STATE

LEVEL/STEP	RATE PER HOUR	ANTICIPATED NUMBER OF HOURS PER ENGAGEMENT*
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* i.e. number of hours: it is expected that the casual employee will be required to work on each occasion they are called in for duty

PROJECT	ACCT	FUND	DEPT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note: the full chart field must be completed above.

JOB DESCRIPTION:  Student Assistant  Research Assistant  Clerk  Other (please specify)

ESTABLISH ENCUMBRANCE FOR CASUAL - Yes  No  TOTAL AMOUNT (Including on costs current year):\$

Job Code:	<input type="text"/>	<b>(FOR SALARIES UNIT USE ONLY)</b>
Employee Position Number:	<input type="text"/>	
Supervisor Position Number:	<input type="text"/>	

**Financial Institution Details for Deposit of Pay**

Institution Name:  Branch Location:   
Branch (BSB) Code:  -  Account number:  MAX (9 DIGITS)  
Name(s) in which account is held:

## 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](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 zID:** (ex: staff z1234567 or student z1234567)

**Casual Conversion:** Subject to relevant qualifying periods and other criteria, eligible casual professional staff may have a right to apply for conversion to continuing or fixed-term appointments. For further information please refer to Clause 20.2 of the *UNSW Australia (Professional Staff) Enterprise Agreement 2018*, a copy of which is available at <https://www.hr.unsw.edu.au/services/indrel/ea.html>

### **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 Australia ICT resources, including in relation to UNSW Australia 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

Employee Name:	School/Work Unit:	Faculty/Division:
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### Activities to be completed by Supervisor or appropriate delegate

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

- UNSW Australia [Code of Conduct](#)
- [Health & Safety policies](#)
- [Emergency procedures](#)
- [The Equity and Diversity Policy Statement](#)
- [UNSW Sydney 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 Sydney**

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

**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.