

# Contract of Employment

### Casual Academic Staff

New Contract		endment to:	Date	s 🗌 GL Ad	ccount	Other		
Employee Details								
Family Name		Given Names		Courtes	y Title	Emplo	oyee Numb	er
Contact Phone Number		Email Address		Gender		Date	of Birth	
Home Address (not C/- Sci	hool)		State	of primary	work locat	ion (for Pay	roll tax pur	oses)
			School/Section/Centre					
Faculty/Division/Office			SCHOOL	School/Section/Centre				
Associated Campus Session No. Employment From			Employment To Contract No.			Timesheet Approver		
Payment Code (Use the	Subject	Details (If employing for PhD su	pervision,	Est.Units/	Est. No. Weeks	Max Units	Rate/Unit	Max Cost
space bar to clear an incorrect code)	Code	please contact the Research Off	<u>ICe</u> TIFSt)	Week	vveeks			
Comments:							Total:	

Salaries and other costs asso	ciated with this appointment are to be	e funded from:	%			
(please allocate	te percentages if there is more than o	one cost code)	%			
			%			
Budget Centre Manager (if different from Band 6 — delegate below)	Name	Signature				
certify that the above person has the qualifications and skills to undertake the work indicated above and that the salary rate recommended s appropriate to the duties to be performed.						
Band 6 or above						
Who is this?	Name	Signature	Date			
Employee Section						
Online timesheets must be submitted through the Web Kiosk to claim actual hours worked. If you have not worked for the University during the past 12 months, completed taxation, banking and superannuation (Accumulation 1) forms should be forwarded to Payroll (payroll@csu.edu.au), Division of Finance, Wagga Wagga Campus. (NOTE: Banking details can be added/changed in Web Kiosk once login details have been activated.						
this form. I also acknowledge that r renewal or extension of this appoin entire terms of the appointment. I a approval from the University and th	wledge that I have read and fully understa not withstanding anything contained in the tment. I further acknowledge that this offe Iso acknowledge that the maximum hours at the maximum number of hours may be sept the appointment subject to those con	se terms and conditions of employmer supersedes all prior discussion and detailed must not be exceeded undereduced. I warrant that I have the qu	ent, there shall be no expectation of the I communications and represents the er any circumstances without prior			
<ul> <li>You must hold an appropriate visa</li> <li>You cannot commence work until</li> <li>If at any time your visa status cha immediately; and</li> </ul>	by signing and accepting this offer:  a with work rights at all times of your appo such time as you provide the University of nges or your work entitlements or visa co	locumentary evidence of your work enditions change, you must inform the				
work immediately.		,	DDC HCE.			
Visa Attached (If Applicable)			DPC USE:			
			Checked:			

## Employee Signature Important Information for Submission

#### Schedule A - CONDITIONS OF EMPLOYMENT

### UNIVERSITY STATUTES & RULES

Your entitlements as an employee of the University will be regulated by the Enterprise Agreement applying to the staff of Charles Sturt University from time to time. A copy of the current Enterprise Agreement is available on the University's website via the following link: <a href="http://www.csu.edu.au/\_data/assets/pdf\_file/0008/149831/enterprise-agreement.pdf">http://www.csu.edu.au/\_data/assets/pdf\_file/0008/149831/enterprise-agreement.pdf</a>

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 on the CSU Policy Library available via the following link: <a href="https://www.csu.edu.au/about/policy">https://www.csu.edu.au/about/policy</a>.

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.

The Division of People and Culture need to receive this tax declaration and acceptance within five (5) working days of signing the declaration.

### 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.

Job No:

#### 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 via the following details:

Toll Free: 1800 331 685 Website: <u>www.unisuper.com.au</u>

#### 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, 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/Office and the Division of People and Culture. Details regarding access to personal information you provide to the Division of People and Culture are set out in the *Access to Personal Files* policy.

#### **APPOINTMENT CLASSIFICATION CODES**

Date

AX260	Specialist Lecture	AX165	Significant Marking (Qual) <sup>1</sup>	AX278	Clinical Educator (Max) <sup>4</sup>
AX250	Developed Lecture	AX160	Significant Marking	AX274	Clinical Educator (Min) 5
AX240	Basic Lecture	AX155	Standard Marking (Qual) <sup>1</sup>	AX175	Other Academic Activity (Qual) 1
AX230	Repeat Lecture	AX150	Standard Marking	AX170	Other Academic Activity
AX200	Tutorial	AX284	Clinical Educator (Min-Qual) 2	AX185	Other Specialised Academic Activity (Qual) 6
AX195	Repeat Tutorial (Qual) 1	AX288	Clinical Educator (Max-Qual) 3	AX180	Other Specialised Academic Activity 7
AX190	Repeat Tutorial		•	AXATA	ITAS 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.
- Little preparation required.
- 6. Applies where the person is required to perform work such as complex subject coordination or developing new subjects, or upon appointment they hold, or during appointment they gain, a relevant doctoral qualification.
- 7. Applies where the person is required to perform work such as complex subject coordination or developing new subjects.