

# Contract of Employment Casual Academic Staff

New Contract
 Amendment to:  Total Cost  Dates  GL Account  Other

**Employee Details**

Family Name <input style="width: 95%;" type="text"/>	Given Names <input style="width: 95%;" type="text"/>	Courtesy Title <input style="width: 95%;" type="text"/>	Employee Number <input style="width: 95%;" type="text"/>		
Contact Phone Number <input style="width: 95%;" type="text"/>	Email Address <input style="width: 95%;" type="text"/>	Gender <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 95%;" type="text"/>		
Home Address ( <u>not</u> C/- School) <input style="width: 98%;" type="text"/>		State of primary work location (for Payroll tax purposes) <input style="width: 98%;" type="text"/>			
Faculty/Division/Office <input style="width: 98%;" type="text"/>		School/Section/Centre <input style="width: 98%;" type="text"/>			
Associated Campus <input style="width: 95%;" type="text"/>	Session No. <input style="width: 95%;" type="text"/>	Employment From <input style="width: 95%;" type="text"/>	Employment To <input style="width: 95%;" type="text"/>	Contract No. <input style="width: 95%;" type="text"/>	Timesheet Approver <input style="width: 95%;" type="text"/>

Payment Code <small>(Use the space bar to clear an incorrect code)</small>	Subject Code	Details <small>(If employing for PhD supervision, please contact the <a href="#" style="color: #00aaff;">Research Office</a> first)</small>	Est.Units/Week	Est. No. Weeks	Max Units	Rate/Unit	Max Cost

Comments:  Total:

Salaries and other costs associated with this appointment are to be funded from:  %  
 (please allocate percentages if there is more than one cost code)  %  
 %

**Budget Centre  
 Manager**

(if different from Band 6  
 delegate below)

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

I certify that the above person has the qualifications and skills to undertake the work indicated above and that the salary rate recommended is 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](mailto: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.)

I (the above named person) acknowledge that I have read and fully understand the information set out above and the conditions set out in Schedule A of this form. I also acknowledge that notwithstanding anything contained in these terms and conditions of employment, there shall be no expectation of the renewal or extension of this appointment. I further acknowledge that this offer supersedes all prior discussion and communications and represents the entire terms of the appointment. I also acknowledge that the maximum hours detailed must not be exceeded under any circumstances without prior approval from the University and that the maximum number of hours may be reduced. I warrant that I have the qualifications and skills necessary to undertake the work offered and accept the appointment subject to those conditions.

*If you are not an Australian Citizen by signing and accepting this offer:*

- You must hold an appropriate visa with work rights at all times of your appointment with the University; and
- You cannot commence work until such time as you provide the University documentary evidence of your work entitlements
- If at any time your visa status changes or your work entitlements or visa conditions change, you must inform the Division of People and Culture immediately; and
- If your visa expires or is cancelled or your work entitlements cease, you must inform the Division of People and Culture immediately and you must cease work immediately.

Visa Attached (If Applicable)

DPC USE:

Checked:

Job No:

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

**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: [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)

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: <http://www.csu.edu.au/about/policy>.

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.

**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: [www.unisuper.com.au](http://www.unisuper.com.au)

**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**

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) <sup>5</sup>
AX240 Basic Lecture	AX155 Standard Marking (Qual) <sup>1</sup>	AX175 Other Academic Activity (Qual) <sup>1</sup>
AX230 Repeat Lecture	AX150 Standard Marking	AX170 Other Academic Activity
AX200 Tutorial	AX284 Clinical Educator (Min-Qual) <sup>2</sup>	AX185 Other Specialised Academic Activity (Qual) <sup>6</sup>
AX195 Repeat Tutorial (Qual) <sup>1</sup>	AX288 Clinical Educator (Max-Qual) <sup>3</sup>	AX180 Other Specialised Academic Activity <sup>7</sup>
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.
5. 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.