

Student(s) ID	Student(s) name	Subject code	Hours per session

Approval

Salaries and other costs associated with this appointment are to be funded from:

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

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.

I (the above named person) acknowledge that I have read and fully understand the information set out above and the conditions set out in the accompanying *Letter of Approval* and Schedule A of this form (found on page 2). 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)

_____ Employee Signature _____ Date _____

First Nations Tutor Program Use Only

- Update TINA
- Save to S drive contract folder

If not using *Submit to ES* button, email subject must start with **FNASP Casual Contract**

Employee Services Use Only

Processed by:
 Job number:

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](#).

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 [Charles Sturt Policy Library](#).

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 Charles Sturt.

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

SICK LEAVE AND 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, Charles Sturt 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

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 Charles Sturt. 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) ¹	AX274	Clinical Educator (Min) ⁵
AX250	Developed Lecture	AX160	Significant Marking	AX175	Other Academic Activity (Qual) ¹
AX240	Basic Lecture	AX155	Standard Marking (Qual) ¹	AX170	Other Academic Activity
AX230	Repeat Lecture	AX150	Standard Marking	AX185	Other Specialised Academic Activity (Qual) ¹
AX200	Tutorial	AX284	Clinical Educator (Min-Qual) ²	AX180	Other Specialised Academic Activity
AX195	Repeat Tutorial (Qual) ¹	AX288	Clinical Educator (Max-Qual) ³		
AX190	Repeat Tutorial	AX278	Clinical Educator (Max) ⁴		

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.