

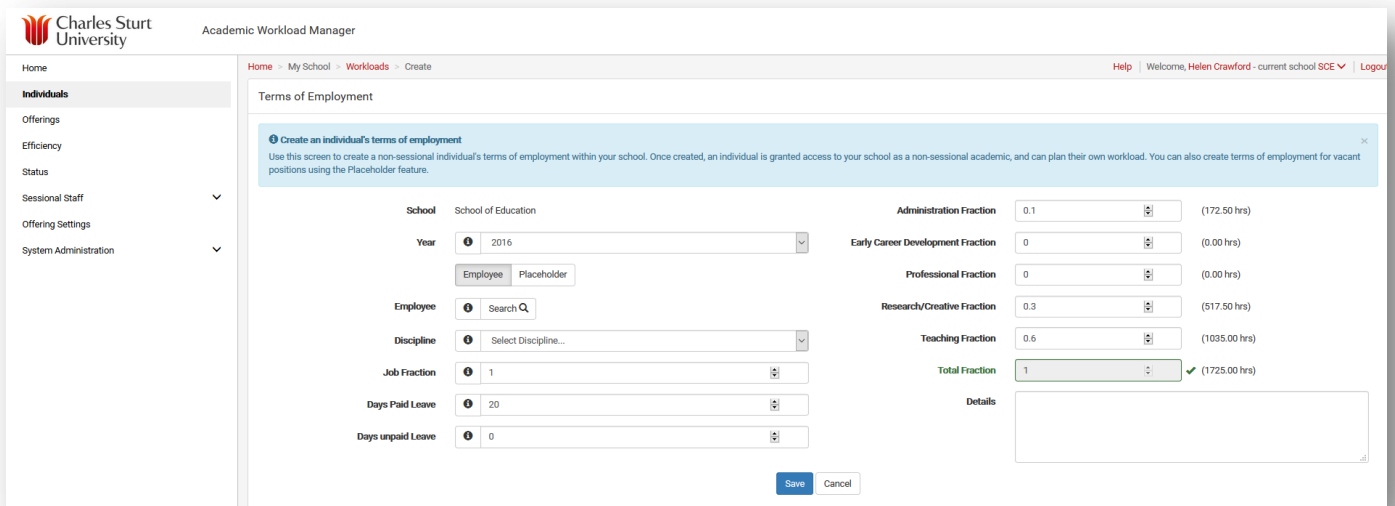
## SET TERMS OF EMPLOYMENT

### Background

The Terms of Employment specify how work is divided between the various split categories (Teaching, Research/Creative, Professional, Admin, Early Career Development) for the academic year. The Terms of Employment specify planned paid and/or unpaid leave as well as the job fraction FTE.

### Set Terms of Employment

Terms of Employment need to be set for any non-sessional staff member before work can be allocated to them. You can create Terms of Employment for vacant positions using the Placeholder feature.



The screenshot shows the 'Terms of Employment' form in the Academic Workload Manager. The form includes a navigation menu on the left with options like 'Home', 'Individuals', 'Offerings', 'Efficiency', 'Status', 'Sessional Staff', 'Offering Settings', and 'System Administration'. The main form area has a breadcrumb trail: 'Home > My School > Workloads > Create'. A blue banner at the top of the form reads: 'Create an individual's terms of employment. Use this screen to create a non-sessional individual's terms of employment within your school. Once created, an individual is granted access to your school as a non-sessional academic, and can plan their own workload. You can also create terms of employment for vacant positions using the Placeholder feature.' The form fields are: School (School of Education), Year (2016), Employee (Employee Placeholder), Discipline (Select Discipline...), Job Fraction (1), Days Paid Leave (20), Days unpaid Leave (0), Administration Fraction (0.1, 172.50 hrs), Early Career Development Fraction (0, 0.00 hrs), Professional Fraction (0, 0.00 hrs), Research/Creative Fraction (0.3, 517.50 hrs), Teaching Fraction (0.6, 1035.00 hrs), and Total Fraction (1, 1725.00 hrs). There are 'Save' and 'Cancel' buttons at the bottom.

**School:** enter the school in which the person is employed.

**Year:** select the relevant academic year for the academic workload.

**Employee:** search for an existing CSU employee. A dialogue box (Find Individual) will appear after you click the search button. If you know the name of the person you want, type in their name and hit enter. If you don't know the person's name, click on the search button and you will be given a list of staff to choose from.

**Placeholder:** in the instance of a vacant position, use the Placeholder feature. Enter a name for your placeholder workload. This should be unique and related to the purpose of the placeholder. You can later transfer this workload to a real person.

**Discipline:** select the teaching discipline this employee or placeholder is primarily employed to teach. For example, an individual who is employed within the Philosophy discipline could theoretically teach within the Mathematics discipline although this is not what he is primarily employed to teach. Therefore, for the purpose of setting up his Terms of Employment, his discipline would be Philosophy. This will help the system determine correct workflow.

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**Job Fraction:** is the fraction of full time equivalent hours that the individual will be available to work in this workload. A Job Fraction should consider whether the person is part time, works for multiple schools, or only working for a portion of the academic year.

The combined Job Fraction for an individual working on a non-sessional basis for more than one school must not exceed 1.

**Days Paid Leave:** the number of days of paid leave that the employee expects to take this academic year.

**Days Unpaid Leave:** the number of days of unpaid leave that the employee expects to take this academic year.

**Administration Fraction:** total proportion of workload available to be allocated to administration activities.

**Early Career Development Fraction:** total proportion of workload available to be allocated for early career development.

**Professional Fraction:** total proportion of workload available to be allocated for professional activities.

**Research/Creative Fraction:** total proportion of workload available to be allocated for research/creative activities.

**Teaching Fraction:** total proportion of workload available for Teaching and teaching related activities (including scholarship of teaching and learning).

**Total Fraction:** the total of the job fraction that has been allocated - this updates automatically.

**Details:** a place to make note of anything in relation to the terms of employment. This detail can only be viewed by an individual staff member, the Workload Planner and the Workload Approver. Whilst this is not a mandatory field, it is always a good idea to put information here as it provides an information trail.