

CONDITIONS OF CASUAL EMPLOYMENT

This offer is conditional upon:

- a) you being eligible to work in Australia and you are required to provide evidence of work rights. If you are a non-citizen, while employed, you are obligated to provide the University with updates/evidence whenever you apply for any visa; if your visa status changes; if any visa application is refused; if your work rights change; or if your visa is cancelled. The University is under no obligation to sponsor an employee if their work rights cease, which may also affect their employment status with the University. Further, acceptance of this offer indicates consent for the University to undertake VEVO checks at any time during your employment. For further information, consult the Department of Home Affairs website; and
- b) you providing the University with proof of your qualifications (if applicable), or your permission for us to obtain proof of these qualifications.

Casual employment

The Employee acknowledges and agrees that as a casual employee:

- a) there is no firm advance commitment to continuing and indefinite work according to an agreed pattern of work;
- b) the hours of work may vary from week to week, and are contingent upon work being required and available at the sole discretion of the University;
- c) there is no guarantee or expectation that the Employee will have regular or systematic work or be offered ongoing employment;
- d) the University can elect to offer work to the employee and the Employee can elect to accept or reject any work that is offered in advance of the engagement; and
- e) for the avoidance of doubt, in the event that the Employee elects to perform work that amounts to a regular pattern of hours, the Employee acknowledges that this does not indicate a firm advance commitment to continuing and indefinite work according to an agreed pattern of work.

Casual conversion

The Employee has access to a pathway to become a permanent employee in applicable circumstances under the Enterprise Agreement and Act. For clarity, those provisions do not form part of this Agreement.

Pay

Your Hourly Rate is provided in the letter of offer.

Your Hourly Rate includes payment of a 25% casual loading, which is paid as compensation for annual leave, personal carer's leave, notice of termination, redundancy benefits and any other full-time or part-time employee entitlements as prescribed by the relevant Enterprise Agreement OR Modern Award.

You will be paid on a fortnightly basis in arrears, into an Australian bank/credit union account nominated by you. It is never possible to pay casual staff in advance.

Hours of Work

As a casual employee, your hours are variable and subject to the operational requirements of the University.

PROFESSIONAL STAFF: You will be notified of your rostered hours and work allocation in advance

FOR SESSIONAL ACADEMIC STAFF: You will be provided with a Sessional Schedule indicative of your anticipated hours, and your work allocation will be confirmed in writing before commencing the proposed work schedule.

Any additional hours or duties required by the employer during the term of employment will be paid.

Casual Staff Time Recording

The University's Casual Staff Time Recording Procedure outlines the requirements for casual professional and casual academic staff to record their hours of work or work allocation to enable the correct payment of wages in accordance with the relevant Enterprise Agreement or Modern Award. You are required to ensure that you claim payment for all approved hours worked in accordance with your scope of employment / schedule. This Procedure does not form part of your terms and conditions of employment and can be amended as appropriate. The Casual Staff Time Recording Procedure can be found in the [Policy Library](#).

Location

You may be required to work on either a temporary or an indefinite basis at any premises, which the University currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Enterprise Agreement

There is an enterprise agreement binding on you and the University in relation to this appointment. Your employment is subject to the terms and conditions under the applicable University's enterprise agreement which is negotiated between the University and relevant industrial associations and can be viewed using this link: [Enterprise Agreements](#).

OR

Modern Award

The minimum conditions of employment applicable to your employment are as per the Modern Award

However, the applicable Enterprise Agreement/Award (or any replacement or variation) does not form part of your employment contract. Upon your acceptance of this Offer, the provisions of the Enterprise Agreement/Award will apply.

You should be aware that employment by the University is also governed by the relevant provisions of the *Griffith University Act 1998*, the University's Statutes, Rules of the University made pursuant to the Statutes, Resolutions of the Council, and relevant University employment conditions and policies, as in force, and which may be varied, from time to time.

Onboarding

If this is your first appointment as a casual employee at the University, you will also participate in an onboarding program, the details of which will be provided to you at the commencement of your engagement.

Superannuation

The Employer will make compulsory superannuation contributions on the Employee's behalf to the Employee's approved superannuation fund at the minimum level required to avoid the imposition of a superannuation guarantee charge under Federal superannuation legislation.

On or about the Commencement Date, the Employee must notify the Employer of their nominated complying superannuation fund. If the Employee does not nominate a complying superannuation fund prior to processing of the Employee's first pay, the contributions will be paid to the Employer's default fund.

Termination

The Employee acknowledges and agrees that as a casual employee:

- a) their employment automatically comes to an end at the expiry of each engagement or shift, as applicable; and
- b) the Employer may otherwise terminate the Employment at any time with one (1) hours' notice (or payment in forfeiture of 1 hours pay) [**Not applicable to those employees not covered by an enterprise agreement**].
- c) the Employer may otherwise terminate the Employment where a casual is engaged for a set period, providing two (2) weeks' notice.

If, on termination, the Employee owes any amount to the Employer (including any overpayments that the Employer may have made), the Employee agrees to provide written authorisation for the Employer, to the extent permitted by the Act, off-set that amount against any payments the Employer is legally obliged to make to the Employee.

The Employee agrees that such a request and any deductions made by the University under that request are reasonable. The Employee agrees these payments are principally for their benefit under section 324 of the Act.

Integrity

The University's reputation in the community is derived from its teaching and research and also from the integrity of its staff in carrying out their academic and support roles. The University has developed a number of policy statements which articulate its values in the areas of staff integrity and which provide clear guidance on expected behaviour. The key policies include:

- [Code of Conduct](#)
- [Griffith University Code for the Responsible Conduct of Research](#)
- [Conflict of Interest Policy](#)
- [Personal Relationships in the Workplace](#)
- [Gifts and Benefits Policy](#)

You are required to familiarise yourself with these important policies.

The University's employment Benefits and Conditions and policies are available for you to view on the University's website using this link: [Benefits and Conditions](#). University policies and procedures can be viewed using this link: [Policy Library](#).

Conflict of interest

If you are engaging in other work, in addition to this casual employment, if your work in total would likely exceed the equivalent of one full time employee, please raise this with your manager/supervisor so appropriate arrangements can be made to ensure you are assisted and supported and comply with any conflicts of interest or workplace health and safety obligations.

Intellectual Property

The University's Intellectual Property Policy and Procedures are a condition of your employment. Details of the University's Intellectual Property policy can be viewed by using this link: [Intellectual Property](#).

Health Safety and Wellbeing

The University places high importance on the Health, Safety and Wellbeing of all staff and students. Upon commencement of your role you will be provided with information and training specific to your position and/or work location. You must also complete online Health and Safety training as detailed in the [Training Matrix](#). For more information on Health, Safety and Wellbeing at Griffith, go to www.griffith.edu.au/health-safety-wellbeing

No Smoking Environment

The health and wellbeing of our staff, students and all who visit Griffith University is very important, therefore all campuses are no smoking environments.

Workplace Wellbeing and Counselling Program (Benestar)

The Griffith University workplace wellbeing and counselling program is a confidential resource available for all employees and their immediate family. The program is designed to assist you to enhance your individual health and wellbeing, and can support your entire work, health and life journey. The services are delivered by an external provider, Benestar.

This service can be accessed by telephone, face-to-face, video counselling or online counselling (Benehub). Toll-free 1300 360 364 or more information can be found here: www.griffith.edu.au/health-safety-wellbeing/staff-counselling
