



## Sessional Casual Academic Employment

### Purpose

This policy sets out the guidelines and procedures for employing casual academic staff on a sessional basis over a defined period of time, in accordance with the conditions of employment in the University's Agreements.

### Scope

This policy applies to casual academic staff employed by the University of Sydney on a sessional basis.

### Related Documents

- Delegations of Authority
- The University of Sydney, Academic Staff Agreement 2006-2008\*
- Casual Employment Policy

\*In this policy the University's Enterprise Agreements are referred to collectively as "Agreements".

### Policy

Casual academic staff may be engaged on a sessional basis to perform specified tasks (such as delivering lectures or tutorials, conducting practical classes or workshops or marking examinations) over a defined period of time. Casual academic staff engaged on a sessional basis will receive their salary payments spread equally, or by other arrangement as agreed, over the length of their engagement.

## Sessional Casual Academic Employment Procedures

### Appointment

Academic casual appointment procedures apply with the exception that a Sessional Casual Academic Contract of Engagement ('Contract') will be completed and no casual claim form(s) need to be submitted to initiate payment.

### Contract of Engagement

Should the University choose to employ a person on a sessional basis the Delegated Officer will issue the prospective staff member with a Contract.

**In addition to** the information normally provided to a casual staff member, the Contract will include advice that:

- The total payment will be paid in fortnightly payments either, averaged into equal payments or other

- weekly or fortnightly arrangement as agreed;
- Applicable Agreement increases will be applied to payments, from the pay period date that the increase takes effect;
- Claim forms are not required;
- The Supervisor will advise of procedures if there are any variations to the details in the Schedule to the Contract.

The Schedule to the Contract will include:

- The anticipated dates of engagement;
- The number of hours to be worked by the sessional casual academic staff member during the engagement;
- The normal pattern or timeframe in which the hours and duties are to be worked;
- The rate of payment per hour or duties described;
- The payment arrangements during the engagement.

## Guidelines

### Payment and Conditions

Sessional casual academic staff members, engaged over a defined period of time, are otherwise entitled to those rights, terms and conditions of employment which ordinarily apply to casual academic staff, including rates of pay.

#### Rates of Pay

The rates of pay for casual academic staff are specified in the Agreement. These rates include a 25% loading in lieu of all forms of paid leave, paid public holidays, notice of termination of employment and severance benefits.

Sessional casual academic staff members are engaged with no guarantee or expectation of work beyond any period of employment specified in their contract of engagement.

#### Payment Arrangements

Sessional casual academic staff will be paid either:

1. An averaged fortnightly amount according to the following formula:

*Total amount to be paid (during the engagement) divided by the number of fortnightly pay periods worked.*

*The formula explained:*

The amount to be paid to the sessional casual academic staff member will be calculated by dividing the total amount that they will earn if they fulfil the total hours outlined in the Schedule to the Contract to be worked during the engagement by the number of pay periods which fall during the engagement.

Or

2. A weekly or fortnightly arrangement agreed in the Contract, for example, 8 hours of laboratory demonstrating (earning code DE2) per week for the 12 week period of the contract.

### Performance

Sessional casual academic employment is subject to satisfactory performance in accordance with the expectations set by the staff member's supervisor. Where a staff member demonstrates a high level of performance, he/she may be considered for future additional work where available.

Where a staff member's performance is assessed as unsatisfactory, the employment may be terminated prior to the expiration of a casual engagement.

### **Variations to the Contract Schedule**

The Delegated Officer is responsible for managing sessional arrangements and ensuring that all variations to the Contract Schedule that affect the sessional casual academic staff member's payment(s) are promptly notified to the HR Service Centre using the 'Sessional Casual Academic Variation to Contract Schedule' Form ('the Variation Form').

#### Additional duties

Where a staff member is required to perform any additional work by the Delegated Officer, their Supervisor or the Delegated Officer will complete a Variation Form which will be forwarded to the HR Service Centre for payment of the additional amounts.

#### Failure to fulfil hours or duties

The staff member must advise their supervisor if the agreed hour/duties have not been worked or completed. In these circumstances, the Supervisor or Delegated Officer may (but is not obliged to) make alternative arrangements to complete the duties.

If arrangements cannot be made to complete the hours or duties (e.g., because it is no longer required) or the sessional casual academic staff member refuses or fails to complete the hours or duties, the Delegated Officer must notify the HR Services Centre to stop or adjust payment (using the Variation Form), and advise the sessional casual academic staff member, in writing of the action.

### **Completion of Sessional Casual Academic Engagement**

The final averaged fortnightly payment or agreed weekly or fortnightly payment will be made at the end of the last pay period specified in the Contract. Any outstanding variations must be notified to the HR Service Centre as soon as possible and prior to the applicable pay cut off date.

## Administration

### 1. Management Responsibility

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Chief Operating Officer and Deputy Vice-Chancellor

### 2. Implementation Responsibility

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Heads of School/Administration

### 3. Dates

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Approval (version 1)	
Effect	
Review	2008
Approval (version 2)	
Effect	

### 4. Approval

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Version 1	Mr Bob Kotic, Chief Operating Officer and Deputy Vice-Chancellor.
Version 2	

### 5. Signatures

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#### Approved by:

Name

Mr Bob Kotic

Position

Chief Operating Officer and Deputy  
Vice-Chancellor

Date

Signature