

# **Casual Employment Policy**

# **Section 1 - Purpose**

(1) To detail the principles related to the employment of appropriately skilled and qualified casual staff.

## **Background**

(2) The University offers casual employment where work is to be performed on an ad hoc basis for an undefined period.

### Scope

(3) This Policy (Casual Employment Policy) applies to all staff employed under the Macquarie University <u>Enterprise</u> <u>Agreements</u>. It is of particular relevance to staff involved in the recruitment, selection and appointment of casual employees.

## **Section 2 - Policy**

(4) The recruitment, selection and appointment of casual staff are the responsibilities of the relevant Faculty/Office.

### **Appointment**

- (5) The appointment of casual staff will be on the basis of merit.
- (6) A casual staff member will not have any expectation of continuing employment.

#### Recruitment

- (7) Casual employment positions do not need to be advertised. Where advertising is undertaken, the advertisement must include a task description, level/salary together with the minimum educational and skill levels required for the position.
- (8) Casual staff will be recruited from various sources, including:
  - a. referrals by existing staff members;
  - b. applications from internal and external advertising;
  - c. eligibility lists/databases of casual employees created in faculties/offices/departments; and
  - d. Career Development Centre.

### **Selection**

- (9) The selection process will, at a minimum, consist of:
  - a. a resume/CV provided by the applicant;
  - b. consideration against the task description and education and skills, which may include an interview process;

- c. verification of qualifications (where required); and
- d. two reference checks.

#### **Conflict of Interest**

- (10) There will be a conflict of interest when a prospective casual employee is a family member, or in a close personal relationship with the staff member, if:
  - a. the staff member is involved in the selection decision; and/or
  - b. the staff member is in a supervisory relationship to the casual employee.
- (11) The conflict of interest situation is to be declared to the staff member's supervisor.
- (12) The supervisor will make amendments to the selection process, interview panel or impose acceptable supervisory arrangements, as appropriate.

#### Remuneration

- (13) Payment of casual staff will be in accordance with the provisions of the Macquarie University Enterprise Agreement.
- (14) The Faculty / Office employing the casual staff member will fund all costs associated with the casual staff member.
- (15) Casual staff are paid an hourly rate which includes a loading. The loading is paid in compensation for the casual nature of the appointment and for all forms of leave (excluding Long Service Leave) and any other relevant entitlements.

## **Conversion Arrangements**

(16) Casual Professional staff members may be eligible to apply for conversion to continuing or fixed-term employment in accordance with the provisions of the Macquarie University Enterprise Agreement.

## **Compliance and Breaches**

(17) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

## **Section 3 - Procedures**

(18) Refer to the <u>Casual Employment Procedure</u>.

## **Section 4 - Guidelines**

(19) Nil.

## **Section 5 - Definitions**

(20) Nil.

## **Status and Details**

Status	Current
Effective Date	22nd February 2021
Review Date	1st June 2021
Approval Authority	Vice-President, People and Services
Approval Date	16th September 2008
Expiry Date	Not Applicable
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
Enquiries Contact	David Ward Chief People Officer