

# Casual Employment Procedure

## Section 1 - Purpose

(1) To detail the steps and responsibilities associated with the recruitment, selection and appointment of casual staff.

## Section 2 - Policy

(2) Refer to the [Casual Employment Policy](#).

## Section 3 - Procedures

(3) This Procedure (Casual Employment Procedure) requires actions by the following:

- a. Applicant;
- b. Executive Dean/Head of Office; and
- c. Supervisor.

### **Supervisor**

#### **Recruitment**

(4) Determine the job requirements for the casual employment position.

(5) Obtain funding approval for the casual position.

#### **Advertising**

(6) Advertise the position internally and/or externally using the Macquarie University recruitment system. Advertise using other media as appropriate.

#### **Selection**

(7) Conduct a reference check if required. For guidance, refer to the Reference Check templates on the [Human Resources Forms](#) website.

(8) Select the most suitable applicant. Where appropriate, conduct interviews.

#### **Appointment**

(9) Offer position to the most suitable applicant.

#### **Applicant**

(10) Accept or decline casual employment offer.

## **Supervisor**

(11) If offer accepted, advise unsuccessful applicants.

(12) If offer declined, select the next best applicant and continue with the appointment process above.

## **Applicant**

### **Commencement**

(13) On commencing duties, complete and sign the relevant appointment form (see [Human Resources Forms](#) website) and a Tax File Number Declaration:

- a. Casual Academic Staff Appointment Form; or
- b. Casual Professional Staff Appointment Form.

## **Supervisor**

(14) Forward the above forms to Human Resources, after authorisation by the Faculty / Office.

### **Conflict of Interest**

(15) Declare any family and / or close personal relationship, which may cause a potential conflict of interest, to the Executive Dean / Head of Office, prior to the selection process.

### **Executive Dean / Head of Office**

(16) Make amendments to the selection process and/or impose acceptable supervisory arrangements to negate any conflict of interest, if the staff member is:

- a. involved in the selection decision; or
- b. in a supervisory relationship to the casual employee.

## **Section 4 - Guidelines**

(17) Nil.

## **Section 5 - Definitions**

(18) Nil.

## Status and Details

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