

# Appoint a casual academic employee

## 1. EMPLOYEE DETAILS *(To be completed by employee)*

Title	<input type="text"/>
Family name	<input type="text"/>
Given name	<input type="text"/>
Preferred name	<input type="text"/>
Are you a current or prior MQ staff member?	<input type="checkbox"/> No <input type="checkbox"/> Yes, staff number: <input type="text"/>
Do you have other MQ work commitments?	<input type="checkbox"/> Yes, hours per week: <input type="text"/> <input type="checkbox"/> No
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Another option <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Date of birth	<input type="text"/>
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both
Postal address	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>

## BANK ACCOUNT DETAILS (Australian bank accounts only)

Bank and branch	<input type="text"/>
BSB no. (6 digits)	<input type="text"/> - <input type="text"/>
Account number	<input type="text"/>
Account name	<input type="text"/>

## WORKING WITH CHILDREN CHECK

WWCC Clearance no.	<input type="text"/>
WWCC Expiry date	<input type="text"/>

Provide a WWCC clearance number only where the work is in a specific, child-related role. Contact your Unit Convenor or Supervisor for more information.

## DOCUMENT CHECKLIST

Tax File Number Declaration	<input type="checkbox"/> Attached	<input type="checkbox"/> Previously supplied
Curriculum Vitae	<input type="checkbox"/> Attached	<input type="checkbox"/> Previously supplied
Qualifications	<input type="checkbox"/> Attached	<input type="checkbox"/> Previously supplied
Right to work in Australia*	<input type="checkbox"/> Attached	<input type="checkbox"/> Previously supplied

\*Must be either passport (photo page) and relevant working visa, or Australian citizenship certificate, or Australian birth certificate.

**Note:** The details of your appointment, including salary classification and hourly rate, are listed in Sections 3 and 4 of this form. Please review this information prior to completing the Employment Declaration and Authority section below.

## 2. EMPLOYMENT DECLARATION AND AUTHORITY

- I accept this offer of employment in the terms prescribed by this contract.
- This employment does not contravene any visa restrictions about paid employment in Australia that apply to me.
- I acknowledge that my employment conditions will be subject to the applicable awards, relevant Enterprise Agreement, University policies and University Statutes and Regulations as varied from time to time, but these do not form part of this contract.
- I accept that:
  - This is a casual appointment that does not carry any entitlement to ongoing employment.
  - The hours indicated are approximate and payment is subject to completion of work and submission of an approved timesheet.
  - This contract supersedes and replaces all prior discussions, communications and arrangements between me and the University.
  - This contract can be terminated by the giving of one (1) hour notice by either party.
  - Employment with the University is conditional upon provision and maintenance of a NSW Working With Children Check Clearance (WWCCC) and/or satisfactory criminal record check for all positions that require a WWCCC or criminal record check to be completed.
- I understand that any superannuation benefits to which I am entitled will be paid by the University on my behalf to UniSuper Management Pty Ltd, in accordance with current superannuation legislation.
- I confirm I will complete the Online WHS induction within one (1) month of commencement.
- I am aware of the Fair Work Information Statement.

Employee signature

Date

**3. APPOINTMENT DETAILS** (To be completed by administrator prior to Employee completing Section 1)

Faculty						
Department					Department code	
Unit code/s						
Supervisor						
Admin contact						
Start			End			
Account 1			%	Account 2		
Is a Working with Children Check Clearance (WWCCC) required? <input type="checkbox"/> Yes <input type="checkbox"/> No						

**4. PROPOSED ACTIVITIES AND RATES** (To be completed by administrator)

Academic Activity / Unit <u>Activity Descriptors</u>	Code	Job number (Payroll use)	Hrs per unit	Unit Rate	Total allocated units	Total estimated cost
<b>Lecture</b>						
Basic lecture	LEC3		3	\$207.17		
Repeat lecture	LEC4		2	\$138.10		
Developed lecture ***	LEC2		4	\$276.23		
Specialised lecture ***	LEC1		5	\$345.28		
<b>Tutorial</b>						
Normal	TUT3		3	\$148.61		
Repeat, normal	TUT4		2	\$99.07		
Normal, PhD/subject coordination	TUT1		3	\$176.91		
Repeat, PhD/subject coordination	TUT2		2	\$117.94		
<b>Marking (non-contemporaneous assessment)</b>						
Routine	MRK3		1	\$49.53		
Routine Assessment, PhD/subject coordination	MRK2		1	\$58.97		
High level assessment	MRK1		1	\$69.05		
<b>Other academic activity</b>						
Normal rate	DEM2		1	\$49.53		
PhD/subject coordination	DEM1		1	\$58.97		
					Total cost:	

\*\* Approval at Developed or Specialised Lecture rate requires approval by the Executive Dean or Delegate

**5. APPROVAL AND DECLARATION ON BEHALF OF MACQUARIE UNIVERSITY\***

I recommend the offer and confirm that:

- The appointee has proof of the right to work in Australia.
- Acceptable right to work documentation has been sighted and a copy provided.
- The appointee has correctly completed the Working with Children Check Clearance questions on page 1.
- The appointee is appropriately qualified and/or experienced to carry out the proposed duties.
- The appointee has been interviewed, reference checked and qualification checked (casual lecturers and tutors only).
- This appointment is covered by the applicable Macquarie University Enterprise Agreement.

Signature			Date		
Name			Position		

\*Approver must be Head of Department or other authorised delegate.