



**HUMAN RESOURCES  
ELICOS CASUAL EMPLOYMENT AGREEMENT**

Please ensure these documents have been submitted to Human Resources or are attached to this form (tick boxes to indicate forms submitted/attached)

- Current Tax File Number Declaration form (*otherwise maximum rate of tax will apply*)
- Authorisation for Salary Transfer (*to allow payment to nominated account*)
- Copy Bio-data page (photograph page) of passport or other evidence of eligibility to work in Australia (*see section 3*)

School/Admin dept

Enquiries to  Extension

**SECTION 1 - PERSONAL DETAILS**

Are you new to the University?  Current/previous employee?  → Employee no.

Title  Family name

First names  Preferred first name

Gender  DOB  (dd/mm/yy) Home tel. no.  Mobile no.

Address (postal)  P/code

**SECTION 2 - POSITION INFORMATION (to be completed by the School)**

Job Title

CAS 1  
ACAD oncost  
(office use only)

CAS 2  
 ACAD oncost  
 GEN oncost  
(office use only)

CAS 3  
GEN oncost  
(office use only)

Start Date (dd/mm/yy)

Expiry Date (dd/mm/yy)

Position number	Business Unit	Project/Grant	Account	%
8 2 0 1 1 5	0 1 4 5 0	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Project/Grant	Account	%
		<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 3 - PERSONAL DETAILS (Employee to complete)**

**Evidence of Eligibility to work in Australia**

Please provide evidence of your eligibility to work in Australia. Acceptable forms of evidence include:

**If an Australian citizen**

- Australian passport (certified copy of photograph page);
- Australian citizenship certificate or certificate of evidence of Australian citizenship plus another form of photo identification such as a driver's licence; or
- If none of the above are available and you were born in Australia before 20 August 1986** – Australian birth certificate plus another form of photo identification such as a driver's licence;
- If none of the above are available and you were born in Australia on or after 20 August 1986** – Australian birth certificate showing that at least one parent was an Australian citizen or permanent resident at the time of birth plus another form of photo identification such as a driver's licence.

**If not an Australian citizen**

- Present original of passport or send certified copy to Human Resources as proof of identification and give consent to HR Services to check your visa details through the Visa Entitlement Verification Online (VEVO);  
or
- Provide a certified copy of any visa approval paperwork received from the Department of Immigration and Border Protection.
- Please note: Primary student visa holders with an 8105 Work Limitation are required to provide evidence that they have commenced their course of study or training before they can commence work. Evidence can include a Confirmation of Enrolment or a letter from their relevant education provider.**

SECTION 3 - PERSONAL DETAILS (continued)

- Are you a student at UWA? No  Yes  → If yes, refer to 6.1, [Minimum Period of Engagement](#)
- Are you a scholarship holder at UWA? No  Yes  → If yes, you must not work more than 8 hours per week during normal working hours (excepting semester breaks)
- Is this your primary occupation? No  Yes  → If yes, refer to 6.1, [Minimum Period of Engagement](#)

Emergency Contact Details

Name

Address

Relationship  Contact No

SECTION 4 - DECLARATION

Ability to perform the requirements of the position

As an employee you have the occupational health and safety responsibilities to not place yourself or others at risk of injury or harm. This means that you must inform your supervisor throughout the course of your employment of any health matter or injury that may, or will likely affect your ability to perform the requirements of the position (also referred to as inherent requirements of the position).

The University promotes the provision of assistance, aids and equipment (reasonable adjustments) to employees who require these to perform their duties. You are required to advise your supervisor/manager promptly if you require adjustments on account of illness, injury or disability, at any time during your employment.

For further advice regarding employee and employer rights and obligations around reasonable adjustments contact Equity and Diversity Services (telephone 6488 3873). For advice on modification to duties or equipment provision, contact the Manager, Injury Management and Wellbeing from UWA Safety, Health and Wellbeing (telephone 6488 2784).

To help identify staff that require adjustments in their workplace and ensure that these are provided, please answer the following questions by ticking the relevant box.

1. Do you have a medical condition, disability or any impairment for which you require adjustment/s in order to perform the inherent requirements of the position?

Yes  No

***If you have indicated that you require adjustments, an Occupational Therapist from Safety, Health and Wellbeing will contact you to discuss your needs.***

- 2a. Are you currently, or have you at any time within the last five (5) years, been in receipt of payments/damages arising from a workers' compensation claim; third party insurance claim (such as a motor vehicle accident claim); disability claim for sickness, incapacity, disability, injury or impairment; or from any salary continuance insurance claim (or similar)?

Yes  No

- 2b. Is the claim currently open or the benefit continuing?

Yes  No

***History of a prior claim will not in itself preclude appointment to the position. Under section 79 of the Workers' Compensation and Injury Management Act, if at any time when seeking or entering into employment a person wilfully or falsely represents themselves as not having previously suffered from a disability which is the subject of a subsequent claim, a dispute resolution body may, in its discretion, refuse to award compensation.***

**If the University has concerns about your ability to perform the inherent requirements of the position during your employment, it may direct you to attend a review by a medical practitioner, medical specialist or allied health professional.**

**SECTION 5 - AGREEMENT**

I accept the terms of the ELICOS Casual Employment Agreement and agree to comply with the terms and conditions of the relevant Staff Agreement. I accept that payments will be made on submission of authorised timesheets.

Notice: I understand that the Agreement may be varied or terminated with one hour's notice on either side. I accept that there is no commitment to any further employment by the University.

I understand that the [UWA Code of Ethics and Code of Conduct](#) details the University's expectations for the behaviour of all staff, including staff on casual contracts. I understand it is my responsibility to acquaint myself with the codes of behaviour expected of while employed at the University.

I confirm that my total appointment(s) with the University does not total > 1.0 FTE.

I confirm that I will complete the [Occupational Health and Safety On-Line Induction](#) within 1 month of commencing as a new staff member.

I have completed the Declaration (page 2) and understand the inherent requirements of the role.

If illness or any other circumstance prevents me from performing a particular activity, I am required to advise my Supervisor.

I understand that as required under the Government's Superannuation Guarantee Charge legislation, the University will pay employer superannuation contributions on all earnings. The contributions are paid to the UniSuper Plan as required under the University of Western Australia Staff Agreements.

I declare that:

- i. I have answered all questions honestly.
- ii. To the best of my knowledge I am able to fulfil the inherent requirements of the position, or I will be able to fulfil the inherent requirements with the provision of reasonable adjustments.
- iii. I understand that incorrect or misleading statements or omissions may render me liable for termination of my employment or disciplinary action and/or negate any future claim for compensable injury or illness.

I authorise any medical practitioner, medical specialist or allied health practitioner that the University directs me to attend to provide information to the University, to enable it to determine: -

- i. Whether I am capable of fulfilling the inherent requirements of the position for which I have been appointed; and/or
- ii. To identify reasonable adjustments that the University can provide to enable me to fulfil the inherent requirements of the position.

Employee signature  Date (dd/mm/yy)

Employee name (please print)

**SECTION 6 - APPROVAL**

I approve the above and certify that:

- a. this appointment is a true casual appointment (5 weeks regular hours or irregular hours up to 12 months)
- b. sufficient funds are available in the account/s stated to cover the appointment
- c. the details in Sections 1, 2 & 3 are correct
- d. the applicable rate of pay is that prescribed under the appropriate Agreement ([http://www.hr.uwa.edu.au/hr/salary\\_scales/elicos](http://www.hr.uwa.edu.au/hr/salary_scales/elicos))
- e. the appointee has been provided with a copy of the Fair Work Information statement (pages 5 & 6)
- f. the appointee understands the requirement to read [UWA Code of Ethics and Code of Conduct](#)
- g. the appointee has had the inherent requirements of the role explained.

Name (please print)

Signature of Approved Delegate (See HR Delegations)

Contact Number/Extension

Date (dd/mm/yy)

**Useful HR Websites at UWA**  
(to be retained by employee)

HR Homepage: [www.hr.uwa.edu.au](http://www.hr.uwa.edu.au)

Every employee at UWA is allocated a unique 8 digit employee number on the University's Human Resources Information System (Alesco). This remains the same no matter how many times the employee leaves and returns to the University, however different job numbers may be allocated. To obtain your employee number, please contact your School Administrative Officer, School Manager or Human Resources.

Employee Self Service (ESS): [www.hr.uwa.edu.au/ess](http://www.hr.uwa.edu.au/ess)

**ESS Website:** [www.hr.uwa.edu.au/ess](http://www.hr.uwa.edu.au/ess)

**First Login:** use your eight (8) digit employee number and your initial password is your six (6) digit date of birth—ddmmyy format.

**View and update various personal details:**

Your home address, postal address, emergency contact details, email address, internal mailbag delivery address, qualifications, employee demographics

**View your payroll details:**

View your payslips, update your bank account details, update your current deductions, choose your payment summary delivery method and view & print your payment summary

Inductions: [www.hr.uwa.edu.au/working/new-staff/induction](http://www.hr.uwa.edu.au/working/new-staff/induction)

Conditions of Employment: [www.hr.uwa.edu.au/page/95944](http://www.hr.uwa.edu.au/page/95944)

Superannuation: [www.hr.uwa.edu.au/policies/policies/pay/employee-benefits/superannuation](http://www.hr.uwa.edu.au/policies/policies/pay/employee-benefits/superannuation)

Equity & Diversity: [www.equity.uwa.edu.au](http://www.equity.uwa.edu.au)

Safety, Health and Wellbeing: [www.safety.uwa.edu.au](http://www.safety.uwa.edu.au)

Staff Contact Directory: [directory.uwa.edu.au](http://directory.uwa.edu.au)

## **Fair Work Information Statement**

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

### **The National Employment Standards**

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

#### **There are 10 minimum workplace entitlements in the NES:**

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements to care for a child under school age, or a child (under 18) with a disability.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at [www.fairwork.gov.au](http://www.fairwork.gov.au). Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

### **Modern awards**

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$113,800 per annum and indexed annually, a modern award will not apply, but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.

### **Agreement making**

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by Fair Work Australia, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by Fair Work Australia.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. If you have enquiries about making, varying, or terminating enterprise agreements, you should contact Fair Work Australia on 1300 799 675.

### **Individual flexibility arrangements**

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

### **Freedom of association and workplace rights (general protections)**

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or Fair Work Australia (applications relating to general protections where you have been dismissed must be lodged with Fair Work Australia within 60 days).

### **Termination of employment**

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to Fair Work Australia for assistance. It is important to note that applications must be lodged within 14 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

### **Right of entry**

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from Fair Work Australia and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

### **The Fair Work Ombudsman and Fair Work Australia**

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

**Fair Work Australia** is the national workplace relations tribunal established under the *Fair Work Act 2009*. Fair Work Australia is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can contact **Fair Work Australia** on **1300 799 675** or visit [www.fwa.gov.au](http://www.fwa.gov.au).