

CONDITIONS FOR THE APPOINTMENT DESCRIBED ON THE FACE OF THIS FORM

1. Casual teachers may be employed for either:
 - a specific number of hours with the actual work attendance requirements specified (top portion of table); OR
 - up to a maximum number of hours for a specific number of weeks ("Variable" portion of table)
2. Employment is offered at the teaching or non-teaching rate as set out on the face of this form. The rates are calculated:
 - on actual teaching – they include a certain amount for preparation time, time involved in marking, assessment; and consultation with students; and
 - incorporating a loading to cover sick leave, annual leave and public holidays, with no additional payments to be made.
3. To ensure payment in the next pay, details of duty must be entered on appropriate documentation, and the time sheets signed and submitted to the appropriate Payroll Office by 5pm on the Thursday prior to a pay-day.
4. No payment will be made for any scheduled hours for which the employee is not able to carry out duties due to any industrial action by other persons for any cause for which the University of Ballarat cannot reasonably be held responsible
5. This contract can be modified by agreement between the staff member and the University.
6. The University may at any time by written notice terminate this contract. If this contract is terminated the University shall be liable only for payment under the contract for *work done* before the effective date of termination.
7. **TAXATION:** Commonwealth Income Tax requirements are that employees are required to lodge a Tax File Number Declaration Form with their employer and advise the employer if they wish to claim the General Exemption. **Note: Where an employee has more than one position, the declaration should include a claim for the General Exemption with the principal employer.** The non-submission of a declaration form prior to commencement of employment will result in the University taxing the employee at the top marginal tax rate. Forms are available from the relevant Payroll Office. Tax File Numbers must be indicated on the declaration form.
8. **All teachers are required to keep student attendance records on the approved forms, or appropriate participation records as advised by the Heads of Department/Program Co-ordinator. By the last day of each term or semester all records of student attendance/participation, including final assessment results, are to be handed to the Head of Department/Program Co-ordinator.**
9. Duties are as designated by the Head of Department/Program Co-ordinator or other person acting with authority and may include, preparation and undertaking teaching, or assessment, or supervision or marking activities. Casual staff are required to maintain regular contact with their respective supervisor.
10. Persons without formal teaching qualifications may be required to attend a short course in teaching practice in their own time.
11. Casual teaching staff are expected to participate in professional development activities that may be offered to ensure a high standard of professional practice.
12. Teachers are required to comply with all University policies and procedures including regulations and requirements relevant to copyright.
13. **IMMIGRATION:** Under Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) legislation, the onus is on employers to ensure all employees have the right to work within Australia. For all non-Australian citizens, the University of Ballarat requires evidence of the right to work, as set out below. For full details, please refer to the DIMIA website at <http://www.immi.gov.au/employers/kit2003/index.htm> or contact Human Resources for assistance.
The following documents are acceptable proof:
 - *For Australian citizens (copy not required by Human Resources):* Australian Birth certificate (if born before 20 August 1986); Australian Citizenship certificate; Australian passport
 - *For non-Australian citizens (original must be sighted by Delegated Officer and a copy certified by the Delegated Officer must be forwarded to Human Resources with this contract):* Certificate of evidence of resident status; Valid visa with work rights**The following documents are NOT acceptable proof:**

Tax File Number; Driver's licence; Medicare card; Bank account; Referrals from employment agencies or labour suppliers; References from previous employers
14. **PRIVACY:** The information on this form is collected for the primary purpose of managing the fixed-rate sessional employment of general staff, TAFE teachers and academic staff. Other purposes of collection include fulfilling Department of Immigration and Multicultural and Indigenous Affairs requirements. If you choose not to complete all the questions on this form, it may not be possible for Human Resources to proceed with your employment. Personal information may also be disclosed to the relevant authorities, including but not limited to the Australian Tax Office and the Department of Immigration and Multicultural and Indigenous Affairs. You have a right to access personal information that the University of Ballarat holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@ballarat.edu.au
15. From time to time, sessional staff may be required to be involved in both internal and external audits.
16. You must not disclose, other than in the proper course of your duties, any confidential information relating to the University or its business.

NOTE: Casual/Sessional TAFE teachers may have the right to apply for conversion to non-casual employment after serving the relevant qualifying period as outlined in the Victorian TAFE Teaching Staff Multi-Business Agreement 2009, Clauses 13.12 and 13.13. Further details on the conversion provisions can be found on the University's website (http://www.ballarat.edu.au/aasp/staff/personnel/mba_170609.pdf).