

Appointments: Casual Employees

Purpose

The purpose of this policy is to facilitate the hiring of casual employees in an effective and legally compliant manner.

Policy

The University employs academic and general staff on casual employment agreements to carry out specific duties that relate to immediate but temporary academic and service needs.

Casual staff either do not have fixed hours or work for a period of fewer than 14 days.

Casual staff must sign a written employment agreement setting out the terms and conditions of employment prior to commencing work.

Definition

Casual employee: an employee engaged for an indefinite period to do occasional work on an as and when required basis, with no fixed hours, and no commitment to ongoing employment. A casual employee is free to turn down work when it is offered.

Audience

All employing managers
All casual employees

Relevant Legislation

Employment Relations Act 2000
Health and Safety in Employment Act 1992
Holidays Act 2003
Privacy Act 1993
State Sector Act 1988

Legal Compliance

The University is legally bound by the Employment Relations Act, related legislation and any relevant collective employment agreement.

Related Procedures

1. Determine whether a casual employment agreement is appropriate

Examples of casual positions -

- Early Childhood Educators who cover a staff absence to maintain appropriate child:staff ratios.

- Maidment Theatre Ushers who work evenings and are called in depending on the production and the size of the audience.
- Accompanists in the School of Music who can be called to accompany students for practice or a concert.
- Alumni salespeople employed for one week during graduation.
- CCE lecturers to cover one or two day courses.
- Student Ambassadors employed to attend one off events like careers expos and conferences.
- Actor/patients who are used in patient simulations with medical and optometry students.
- Guest Lecturers external to the University who contribute a small number of lectures to an academic course.

To determine if a position is of a casual nature the employing manager should answer the following questions:

Either

- Are the hours irregular (i.e. no clear pattern of work)? And
- Can the person turn down work if it is offered to them?

Or

- Is this a short term or one-off event of less than 14 days?

If the answer is **yes** to either of these options the position is a casual one.

The employing manager now needs to ask two further questions about the person being offered the position.

1. Will the person be reporting to a relative?

If the answer is **yes** HoD/Dean/Director approval is required before the person can be employed and all performance management and signing of timesheets must be done by the manager's manager.

2. Is the person already employed on a permanent or fixed term agreement by the University?

If the answer is **no** please use a casual employment agreement to engage this person – click here (insert link to UoA Casual Employment Agreement)

If the answer is **yes** to this question please note the following: An employee may be granted permission to undertake work additional to their principal employment agreement where:

- All appointments do not exceed 1.2FTE per annum.
- It is in the interests of the University.
- The principal employing manager gives written approval for the appointment. (The principal employing manager is the manager responsible for the core hours of work of the employee).

Once the principal employing manager has approved the additional work being undertaken consideration needs to be given to the most appropriate way to engage the employee. The tables below explain the appropriate forms of employment for existing employees.

Full time or part time permanent University employees

Department	Duties	Applicable employment agreement	Appropriate form of employment	Examples
Same department	Same duties	Same employment agreement and same collective agreement	Extra Hours/Overtime form Overtime form	A Technician who works additional hours to complete a project on schedule.
Different department	Same duties	Same employment agreement and same collective agreement	Contact your HR Manager	A Lecturer in the Marketing Department lecturing in a course in another Faculty where the lectures are not deemed part of the fulltime workload. An IT consultant who provides IT support to a project in a different department.

In **all** other circumstances a casual or fixed term employment agreement will be required. Please consult your HR Manager for advice.

Full time or part time fixed term University employees

Department	Duties	Applicable employment agreement	Appropriate form of employment	Examples
Same department	Same duties	Same employment agreement and same collective agreement	Extra Hours/Overtime form Overtime form	A Library Assistant who works additional hours to cover while a colleague is on leave

In **all** other circumstances a casual or fixed term employment agreement will be required. Please consult your HR Manager for advice.

For information on which collective agreement applies please contact your HR Manager.

2. Recruitment and selection of casual employees

Short periods of casual employment do not normally require external advertising however there may be a need for limited advertising, for example through Student Job Search, and a modest selection process should be used where practicable.

Some areas of the University operate a casual pool of staff who can be called on when needed. Such pools ensure that appropriately skilled employees are available to meet specific short term needs.

Proposed appointees must be legally entitled to work in New Zealand.

3. Issuing a casual employment agreement

When issuing a casual employment agreement the [Casual Employment Agreement](#) form must be used.

The employing manager:

- Completes all sections except Section B (Employee Details).
- Gives two signed copies of the agreement to the appointee to be completed and signed. (One copy is returned to the manager and the other held by the appointee).

- Ensures the appointee is legally entitled to work in New Zealand.
- Advises the appointee of the right to seek independent advice prior to accepting employment.
- Ensures the appointee has access to a copy of the appropriate collective agreement so as to make an informed decision as to whether or not to join the union and be covered by the collective.
- Sends the original signed agreement to Payroll with an IR330 and copy of evidence of eligibility to work. (If the appointee has been employed by the University in the last six months there is no need for an IR330 unless the tax code has changed).
- Retains a copy of the signed agreement for departmental files.

The Appointee:

- Completes Section B (Employee Details). If they have been employed by the University in the previous six months they only need to fill in their name, staff/student ID number and any details that may have changed since they last completed an agreement.
- Fills in an IR330 if they have not been employed by the University in the last six months.
- Provides evidence of their eligibility to work in New Zealand if necessary.
- Returns a signed copy of the agreement to the employing manager.

No employee may commence work until they have signed and returned their employment agreement to HR Payroll.

If the work is completed in less than 14 days and is not on-going please complete the appropriate section of the [Casual Employment Agreement](#) and obtain the appointee's details and signature prior to employment commencing. The signed form with the details of the days and hours worked should be submitted to payroll once the work is completed.

The agreement, signed by both parties, is forwarded to Payroll and the employing manager is required to submit a record of the actual hours worked each fortnight.

3.1 Separate employment agreements for each position

Where an employee works in more than one casual position a separate casual employment agreement is required for each position i.e. jobs in different departments, at different pay rates or involving different types of work.

4. Payment

It is essential that an hourly rate be entered on the agreement prior to signing. No payment will be made without this information.

Payment will be made fortnightly on the submission of a signed timesheet specifying the hours worked. Holiday pay entitlement (normally 8%) is currently paid at the end of the period of employment.

If the work is completed within 14 days, the payment will be processed on receipt of the completed One-off Payment Form as a single payment with holiday pay (normally 8%) included.

Payments are made by direct credit into the bank account nominated by the employee.

5. Signing authority for timesheets

Only staff holding formal delegated authority may sign timesheets. No staff member may sign a timesheet for an employee who is a relative. The timesheet must be signed by the next level of management

6. Termination

Casual employment is subject to one day's notice in writing given by either party, except the University reserves the right to terminate without notice in cases of serious misconduct.

Related Documents

Casual Employment Agreement

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Authorised by: Vice-Chancellor

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