

Offering employment to existing staff members

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	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 Advisor/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.

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	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 Advisory team.