

Curtin English (CE) Casual
Academic Employment Contract



Curtin University

Employee Name: _____
(Last name) (First names)

Staff ID _____

On behalf of Curtin University, I am pleased to advise that you are engaged by the University as a
Casual Academic from/...../..... to/...../..... within

Position Number: You will be supervised by

Your E-Timesheet Approver/s will be: (Please note a new job will be created for each E-timesheet Approver
you record)

Escalation Officer for E-timesheets will be:

Estimated number of hours' employment to be offered:

You will be paid for the following Casual Academic activity/ies:

_____ (\$.....) _____ (\$.....) _____ (\$.....)

Your duties and applicable rate of pay will be in accordance with the Agreement Schedule 10, section 5.
Any other duties required during the term of this contract will be in accordance with Schedule 10, Table 4
CE Casual Pay Rates contained within the Agreement.

You will be employed under the terms and conditions of the Curtin University Academic, Professional and
General Staff Enterprise Agreement 2012-2016 ("Agreement"), available at:

http://hr.curtin.edu.au/conditions_of_employment.cfm

The following provisions apply: -

1. A Curtin English (CE) Casual Academic Position Description is to be provided by your supervisor at the commencement of this contract.
2. Within the terms of this Contract there is no commitment to any other employment by the University.
3. Termination requires notice of one hour by either the University or yourself.
4. The minimum salary rate to be paid to a Curtin English (CE) Casual Academic Staff Member is as prescribed in Schedule 10, Table 4 CE Casual Pay Rates, , unless otherwise stated in the Agreement
Gazetted public holidays will be paid at the normal CE Casual Pay Rates.
5. Superannuation Guarantee contributions (minimum employer contribution) will be paid to UniSuper Accumulation 1 Plan.
6. Payments will not be made for work undertaken after the end date of this Contract unless a new Contract is issued.
7. Scholarship recipients are only eligible to work 8 hours per week across the University.
8. All new Curtin English (CE) Casual Academics staff are required, as a condition of employment, to attend the Casual Academic Induction Program and shall be paid to attend at the Casual academic induction rate.
9. Modules 1 to 3 of the Foundations of Teaching and Learning offered by the Office of Teaching and Learning are a requirement for all new Curtin English (CE) Casual Academic staff at Curtin. Please discuss with your line manager.
10. Unless authorised in writing by the University to do so, you will not during the period of your employment with the University or thereafter use, advertise or publish the name of Curtin University or any derivative of the name, either alone, or in conjunction with your name or any professional practice with which you are associated in any advertising, promotion or marketing of or relating to either your professional or commercial practice.
11. Your appointment is subject to Curtin University of Technology Act, 1966, ("the Act"), and to the Statutes, By-Laws, Policies and Directions made under the Act. Copies of these documents can be found at and <http://policies.curtin.edu.au>.
12. Please note that the terms of any agreements, acts, statutes, by-laws, policies and directions applying to your employment from time to time are not incorporated into this contract as contractual terms.

...../.....
Curtin & Appointee
to initial



13. You are required to familiarise yourself with Curtin University's policy on Ownership of Intellectual Property which can be found at <http://policies.curtin.edu.au>.
14. Your appointment is subject to you signing the attached Confidentiality & Compliance Agreement.
15. If you have previously accepted a redundancy payment, you shall not be eligible to be appointed to any position with the University, for a period at least equal to the number of weeks of redundancy pay received.

Employing Area to sign and acknowledge that all of the following have been received and/or sighted

- Ensure staff member has received a copy of the Curtin English casual academic position description.
- Certified qualifications have been sighted.
- Signed staff confidentiality and Compliance Agreement attached.
- If first contract or personal details have changed, Employee details form and Tax File Number Declaration forms attached.
- Original photo ID has been sighted.
- If a visa is required for work purposes, a copy is attached, along with photo ID.
- Ensure staff member has received a copy of the Curtin University, Code of Conduct.
- Current National Police Clearance (NPC) sighted and copied with Administration Officer Signature advising original has been sighted, and is attached.
- Does this position require a Working with Children (WWC) if yes please attach a copy of WWC card.
- Ensure staff member is recorded on Casual Academic Staff Online Recruitment System.

Name & ID Number (Manager/Supervisor)

Authorising Signature

Employing Area to complete all details before sending to Human Resources

Name (PVC/Faculty Business Manager/Manager/Head of School or nominee)

Authorising Signature

...../...../.....
Date

Contact Number:..... School/Area:.....

Cost Centre: _ - _ - _ - _ - _ - _ - _ - _ - _ C Level: _____

...../.....
Curtin & Appointee
to initial



Falsification

The University reserves the right to repudiate your contract in its entirety in the event that it is established that you have misrepresented any of the particulars required of you as a condition of appointment to this position.

If your criminal history information changes during your employment, you must disclose the information to the University. At such time the University may require you to undergo further criminal record screening.

Prior Employment

You are required to provide details of any employment you have had with the University in the past twelve months:

Position Title	School/Area	Start Date	End Date	Employment Status (Casual/Fixed Term/Continuing)

Disclosure (signature required)

In accordance with the Criminal Record Screening Procedures <http://policies.curtin.edu.au> you are required to disclose any changes to your criminal history information arising at any time during your employment.

Any disclosed criminal history will be treated in accordance with the Criminal Record Screening Procedures. If your criminal history information changes during your employment the University may require you to undergo further criminal record screening.

This declaration is made in full knowledge of the provision of the Falsification clause in this letter.

Signature _____ Date _____

EMPLOYEE ACCEPTANCE OF OFFER

- I accept this offer of Casual Academic employment, agree to the above conditions, and certify that the above details are true and correct.
- I acknowledge that if not an Australian resident, I possess a current visa that allows me to work in Australia.
- I acknowledge that the acceptance of a redundancy payment may make me ineligible to work at Curtin University of Technology.
- I acknowledge and understand that my salary payments will not commence until I have provided all correct details, documentation and information.
- I acknowledge that I fully understand my rights and obligations under this contract and the various documents referred to within it.
- I have freely accepted this offer of employment upon the terms and conditions as set out in this contract and the documents referred to within.

SIGNATURE _____ **DATE** ____/____/____

Please print full name: _____

...../.....
Curtin & Appointee
to initial



STAFF CONFIDENTIALITY & COMPLIANCE AGREEMENT

1. CONFIDENTIALITY

- 1.1. In the course of your employment with Curtin University of Technology (Curtin), you will receive and acquire confidential information that is the property of Curtin.
- 1.2. You must during and after your employment with Curtin take all reasonable steps to keep confidential all information that is disclosed to or obtained by you as a result of or during the course of your employment with Curtin.
- 1.3. You must not either during or after your employment with Curtin:
 - 1.3.1. Disclose to any person confidential information relating to the business or affairs of Curtin, its customers or associated entities unless specifically authorised to do so by Curtin in writing.
 - 1.3.2. Other than to the extent that is necessary to enable you to perform your duties:
 - 1.3.2.1. make extracts from, copy or duplicate confidential information;
 - 1.3.2.2. make adaptations of confidential information;
 - 1.3.2.3. make use of confidential information for private purposes, or in any manner which may, or is calculated to cause injury or loss to Curtin, its customers or associated entities; and
 - 1.3.2.4. other than for the benefit of Curtin make notes, documents, working papers or memorandum relating to any matter within scope of the business of Curtin or concerning any of its dealings or affairs.
- 1.4. Clauses 1.2 and 1.3 shall continue to apply despite the termination or cessation of your employment by either Curtin or you.
- 1.5. Without limiting the generality of the above, for the purpose of this clause, “confidential information” means and includes any information relating to Curtin, its business and activity including but not limited to intellectual property, financial information and other commercially valuable information in whatever form but excluding any matter that has become public knowledge or part of the public domain and all other information provided to you which is either labelled or expressed to be confidential, or given to you in circumstances where one would expect the information to be confidential to Curtin.

2. COMPLIANCE

- 2.1. During your employment with the University it is a requirement that you comply with all relevant legislation, the Statutes, By-Laws, Policies and Direction made under the Curtin University of Technology Act 1966 (“the Act”). These shall include, but not be limited to:
 - Equal Employment Opportunity Legislation, Policies and Procedures.
 - Occupational Safety and Health Legislation, Policies and Procedures.
 - Information Security/Systems Policies and Procedures.
 - Records Management Legislation, Policies and Procedures.
 - Public Interest Disclosure Legislation.
 - Copyright Policies and Procedures.

2.2. These are available for your access on the World Wide Web at <http://policies.curtin.edu.au>.

- 2.3. If you are unable to access this site it is your responsibility to contact your Manager/Supervisor in order to make alternative arrangements, as failure to comply with all relevant employment legislation and University Policies and Procedures may result in disciplinary action.
- 2.4. Return of Property on Cessation Upon cessation of your employment, you are required to deliver to Curtin all property including uniforms, keys, equipment, mobile telephones, books, documents, papers, materials and copies thereof which belong to Curtin which may then be in your possession or under your control.
- 2.5. Destruction of Curtin-Licensed "Home Use" Software It is a condition of the "Home Use" software privileges agreement that such benefits are only available to you whilst you are employed by Curtin. Therefore if you have installed any software under the "Home Use" privileges you must delete the software and destroy any associated disks or CDs in your possession.

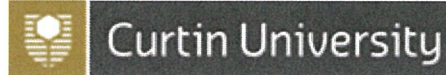
I undertake to comply with the above obligations and conditions as required by Curtin University of Technology and as stated above to protect the University's confidential information and all relevant compliance requirements.

Name: (Please Print) _____

Signature: _____ Date: _____

Witness: _____

Sessional Induction Invitation



Dear Colleague

I am delighted to welcome you to Curtin University and hope that you will enjoy your time with us. For those who don't know, the University is named after John Curtin, Prime Minister of Australia from 1941-1945. Our vision is to be an international leader shaping the future through our graduates and research, and positioned among the top 20 universities in Asia by 2020. We are an internationally focused institution with a culturally diverse student and staff population. We aim to foster tolerance and encourage the development of the individual, both students and staff.

As stated in the Sessional Academic Staff Policy and Procedures, you are required to complete a University Sessional Induction which forms part of your ongoing induction to Curtin. As there are no further face to face sessions scheduled for this semester you can fulfil this requirement by completing the online Sessional induction which covers topics such as your role and responsibilities as well as information on relevant legislation, policies and procedures. You are eligible to receive a one off payment for submitting a completed online quiz provided that you have not previously participated in a face to face Sessional Induction session.

You can access and complete the online Sessional Induction at:
http://odu.curtin.edu.au/sessional_induction.cfm

For more information on your Faculty/School induction, please contact your Unit Coordinator.

If you have any queries regarding the University Sessional Induction please contact Rebecca Crosbie, Organisational Development Unit on 9266 9004 or r.crosbie@curtin.edu.au.

Good luck with your sessional teaching this semester!

A handwritten signature in black ink, appearing to read "Ian Callahan".

Ian Callahan
Vice President, Corporate Services