

**GUIDELINES TO USING THE
VARIATION TO CONTRACT OF EMPLOYMENT FORM**

All variations to contract must adhere to the Recruitment and Selection Policy

The staff member must be covered for the entire period of the Variation by an offer of employment/contract letter.

This form is to be used where:

- Time Structure Variation is for a period less than 2 years.
- Higher Duties is for a period of 12 months or less.
- Secondment is for a period of less than 2 years.

This form can not be used where:

- The variation is for a period greater than stated above.
- The employee is new to the University, has had a break in service or is appointed to an advertised position.
- The variation is for a further appointment to extend current end date.

For any changes to employment conditions a Recommendation for Occupancy must be used

It is essential that the information contained within the Variation is correct as the staff member has an opportunity to agree to the terms prior to the form being received by Human Resources.

The form is to be completed by the Supervisor/Manager and signed off in accordance with the delegation of authority. The employee is required to sign the acceptance of variation. A copy is to be given to the employee prior to forwarding to Human Resources.

Any variation may impact on Superannuation and Salary Packaging arrangements therefore it is advised that the employee contact these departments in relation to those arrangements prior to signing the Variation form.

The form will be returned to the Supervisor/Manager in the instance where:

- The form is not completed fully
- The appointment does not meet the policies and guidelines discussed above

This form is to be forwarded to your Human Resource Officer – HR, Remuneration Services (Payroll) upon completion.

If you require any further information or wish to offer feedback please contact the Manager, Remuneration Services.