

CONDITIONS FOR THE APPOINTMENT DESCRIBED ON THE FACE OF THIS FORM

1. Employment is offered at the remuneration rate(s) as set out on the face of this form.
2. The quoted remuneration rates are calculated to incorporate a loading to cover sick leave, annual leave and public holidays and no additional payment will be made.
3. Fixed Rate sessional staff will be engaged for a specified number of lectures, tutorials, demonstrations or marking hours. The amount to be paid will be averaged and paid in equal amounts over the contracted period commencing on the first payday after the completed contract is received in the Payroll Office. (allowing for normal payroll processing requirements) and ending the fortnight after the contract end date, but may be adjusted should the number of hours or the length of the contract vary for any reason whatsoever. The Payroll Office must be advised immediately if any of the duties to be undertaken cannot be performed for any reason. If a variation to the contract of a sessional employee is required during the course of the semester the appropriate School/Portfolio will be required to complete a "Variation to a Sessional Contract" form (available from <http://www.ballarat.edu.au/aas/staff/index.shtml>).
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 for Ballarat cannot reasonably be held responsible.
5. Where possible the casual staff member is required to give the University 24 hours notification if the casual staff member is unable to attend work or if terminating the engagement.
6. This contract can be modified by arrangement between the staff member and the University.
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. Duties are designated by the Head of School/Section/Program Manager or other person acting with authority and may include, in the case of teaching staff, preparation and conduct of lectures, classes, tutorials, demonstrations, supervision, assessment and clinical teaching activities. Sessional pay rates take into account preparation time eg. an academic lecturer or tutor's hourly rate assumes up to two hours' preparation for each one hour lecture or tutorial.
9. Sessional Staff are required to comply with all University legislation, policies and procedures e.g. copyright, OHS etc. Policies and procedures are available on the University website at www.ballarat.edu.au/govext/policies
10. Sessional teaching staff will be expected to make use of on-going educational opportunities and so ensure a high standard of personal professional practice.
11. **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

12. **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
13. You must not disclose, other than in the proper course of your duties, any confidential information relating to the University or its business.
14. From time to time, sessional staff may be required to be involved in both internal and external audits.
15. For due cause the University or employee may terminate this contract prior to the nominated end date. If the contract is terminated by the University, the University shall be liable only for payment under the contract for work done at the date of termination plus an amount equal to one week's normal pay as calculated in clause 3 of the contract.