

COMBINED CONJOINT AND CASUAL APPOINTMENT NOMINATION FORM



This form is to be used to nominate a conjoint appointment &/or a conjoint appointment with a casual engagement

1. NOMINEE DETAILS (to be completed by the nominee)

Have you previously been employed at Deakin?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff ID (if known)	
First Name		Surname	
Preferred Name		Title	
Email		Date of Birth	
Are you a current Deakin student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gender	
Home Address			
Postal Address (if different to home address)			
Telephone		Mobile	
Current Employer		Current Position	

2. CONJOINT APPOINTMENT NOMINATION (FIOA use only)

Type of appointment	<input type="checkbox"/> Conjoint Appointment Only (Complete sections 3, 4, 8, 11, 14, 15) <input type="checkbox"/> Combined Conjoint and Casual Appointment (Complete all sections)		
	<input type="checkbox"/> New Appointment <input type="checkbox"/> Renewal Appointment		
Appointment Title	<input type="checkbox"/> Conjoint Professor <input type="checkbox"/> Conjoint Lecturer	<input type="checkbox"/> Conjoint Associate Professor <input type="checkbox"/> Conjoint Associate Lecturer	<input type="checkbox"/> Conjoint Senior Lecturer
Term of Appointment	<input type="checkbox"/> One Year <input type="checkbox"/> Two Years	<input type="checkbox"/> Three Years	

3. RATIONALE FOR CONJOINT APPOINTMENT (FIOA use only)

Statement of how the appointment is expected to contribute to the University's strategic direction/plan

The proposed duties to be performed by the nominee

The nominee will make a significant contribution to

4. SUPPORTING DOCUMENTATION (FIOA use only)

Have you attached a copy of the nominee's current resume/curriculum vitae?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you obtained the appropriate number of reference/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the number of references that have been obtained and attach them to this form Note: Two references are required for appointments up to level C Three references are required for level D and E appointments	<input type="checkbox"/> Two <input type="checkbox"/> Three

5. RIGHT TO WORK STATUS (to be completed by the nominee)

As an employer the University must meet its obligation under the Migration Act (1958) and provide the following documents to confirm your Right to Work status. You will not be able to commence work until these documents have been received and meet with the University's requirements.

Do you have Australian Citizenship? Yes No (if no, please complete section 3)

If yes, then please provide certified copies or original documentation to your area's nominee.

- Certified copy of your current Australian Passport; **or**
- Certified copy of your Australian citizenship certification or certificate of evidence of Australian citizenship and another form of photo identification such as a driver's license or proof of age card; **or**
- For a person born before 20 August 1986, certified copy of your full Australian birth certificate and another form of photo identification such as a driver's license or proof of age card; **or**
- For a person born after 20 August 1986, certified copy of your full Australian birth certificate showing that at least one parent was born in Australia **and** another form of photo identification such as a driver's license

6. ALL NON-AUSTRALIAN CITIZENS MUST COMPLETE THIS SECTION AND PROVIDE CURRENT INFORMATION AS PER THE BELOW (to be completed by the nominee)

Do you have the right to work in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please provide certified copies of your passport or your passport must be sighted by your area's nominee</i>	
What is your Citizenship?			
Passport Number		Country of Issue	

7. ENGAGEMENT CONDITIONS (FIOA use only)

Commencement Date:		Campus:	
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If this staff member is working outside of Victoria, please provide state or country:

Class/Step	Salary Rate	Duties	Estimated Hours	Campus	Unit Code

8. QUALIFICATION DETAILS (to be completed by the nominee)

Qualification Name in full <i>Eg. Bachelor of Business</i>	Level <i>Eg. bachelor degree</i>	Conferred with Hons Y/N	Course work or research M/PhD only	Abbreviation <i>Eg. BBus</i>	Date Conferred	Institution	Country	Highest qual Y/N

9. BANKING DETAILS (to be completed by the nominee)

Financial Institution	Branch	BSB	Account Name	Account Number

10. DISCLOSURE STATEMENT (to be completed by the nominee)

- I acknowledge that the details specified in Section 7 of this form are estimated total number of hours only, and may vary from time to time. I agree to complete a daily timesheet indicating my correct start and finish times
- I acknowledge that the provisions of the current Deakin University Enterprise Agreement (EA) apply to my employment. I agree to comply with all relevant University policies, procedures, statutes and regulations in force from time to time, which are available on the University's web site at www.deakin.edu.au. I acknowledge that the EA, policies, procedures, statutes and regulations are not incorporated into any contract of employment.
- I acknowledge that I am unable to commence work with the University until I have met the requirements to provide the appropriate right to work documents as outlined in section 2 or section 3.
- I understand that the University will pay superannuation to UniSuper where staff satisfy the eligibility criteria under the SGC legislation
- I agree to comply with and be bound by the Privacy and Data Protection Act 2014 (Vic) and its Information Privacy Principles, with respect to any personal information which I may receive in the performance of my duties under this Instrument. I agree to inform myself of the Information Privacy Principles by accessing this information at www.privacy.vic.gov.au

14. EXECUTIVE DEAN APPROVAL (FIOA use only)

Executive Dean (print name)		Signature		Date	
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15. VICE-CHANCELLOR APPROVAL (only required for new level E appointments, FIOA use only)

Has the nomination been approved by the Vice-Chancellor? Yes No

Please forward the completed form to honorary-appointments@deakin.edu.au

Please specify the School/Institute (work area) and Org Unit code that the staff member will be working in and indicate whether they should be INCLUDED or EXCLUDED from the Outlook (Email) Distributions Lists for this work area.

School/Department:		Org Unit:						<input type="checkbox"/> Include <input type="checkbox"/> Exclude
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Privacy: The personal information collected on this form will become part of your employment record. The University manages personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). You may gain access to your personal information held by the University. Requests for access are managed under the Freedom of Information Act 1982. To view the University's Information Privacy Policy go to <<https://policy.deakin.edu.au/>> or contact the Privacy Officer at privacy@deakin.edu.au.

INFORMATION FOR CASUAL STAFF



CASUAL ENGAGEMENT FORM

Casual Engagement forms are completed in conjunction with your Faculty, Institute or Other Area (FIOA) and are available on the HR website <https://wiki.deakin.edu.au/display/staff/Forms+and+templates>. Please ensure all sections on the form are complete and the position details are entered by your Supervisor/Manager. On completion, your Supervisor/Manager will email the **original** to the Human Resources Division (HRD).

The FIOA will need to ensure that any requests to vary your employment are forwarded to HRD.

RIGHT TO WORK

This is a University requirement in order to meet its obligations under the Migration Act (1958). You will not be able to commence work until these documents have been received and meet with the University's requirements:

- an Australian passport; or
- an Australian citizenship certificate or a certificate of evidence of Australian citizenship and another form of photo identification such as a driver's licence or proof of age card; or
- a full Australian birth certificate for a person born before 20 August 1986 and another form of photo identification such as a driver's licence or proof of age card; or
- a full Australian birth certificate for a person born on or after 20 August 1986 showing that at least one parent was born in Australia and another form of photo identification such as a driver's licence or proof of age card; or
- a valid visa with work rights.

If the name on the birth certificate is different to the name under which the person is being employed, name change documentation must be provided (e.g. Marriage certificate)

TAX FILE NUMBER DECLARATION FORM

A **Tax File Number (TFN) Declaration** must be completed and attached to the Engagement form. A new TFN Declaration is required if your circumstances change during your employment at Deakin or if you have not received a salary payment from Deakin for 12 months or greater. For further information relating to Tax File Numbers and Tax File Number Declarations please refer to the Australian Taxation Office website www.ato.gov.au.

SALARY PAYMENT

You will need to complete online timesheets to record the hours you have worked. This is done online via [StaffConnect](#). The Casual Engagement form details your hourly rates and anticipated hours. University rates of pay are located on <http://www.deakin.edu.au/careers-at-deakin/assets/resources/why-deakin/benefits/salary-rates-casual.pdf>.

You will be paid fortnightly via electronic funds transfer to your nominated bank or other financial institution. To obtain a pay calendar refer to the HR wiki <https://wiki.deakin.edu.au/display/staff/My+income>. For information on submitting casual hours via StaffConnect refer to <https://staff.deakin.edu.au/employment/online-timesheets.php>.

Please contact your area to find out the submission times for your casual timesheets.

If you have not been paid please check with your FIOA before contacting HRD. There are several common reasons why this occurs.

- **Incomplete paperwork.**
- **Timesheet submitted or approved after the processing deadline date.**
- **An incorrect bank account.**

STAFFCONNECT

StaffConnect is a Deakin University facility that gives you the ability to view, update and enter a variety of HR information on-line. The facility currently enables staff to obtain payslips, view and update your personal, emergency contact, equity and diversity and disbursement details and view payroll information. Please ensure that on commencement you enter your emergency contact and equity and diversity details and that you keep all your personal, emergency and bank account details up to date.

For information on using this facility please refer to the HR website <http://www.deakin.edu.au/staffconnect/>

SUPERANNUATION

The University will contribute 9.5% of gross salary to UniSuper in accordance with the Deakin University Enterprise Agreement.

You will be automatically joined into UniSuper Award Plus Plan and you will receive documentation from UniSuper including an Application Form. Further details on superannuation can be obtained from www.unisuper.com.au.

INDUCTION

Staff induction at Deakin is undertaken at the local level by your supervisor/manager. You may also be requested to complete the online University wide induction program and/or if you are involved in teaching and learning activities, the Professional Development Program for Casual Staff. Please discuss your staff induction requirements with your supervisor/manager prior to submitting the Casual Engagement Form.

QUALIFICATION DETAILS (for Academic staff only)

Please complete Section 8 of the Casual Engagement form and supply original testamur or academic transcript for sighting and certification or externally certified copies of all relevant qualifications (as a minimum your highest qualification) held to the Head of School or nominee.

Your Head of School or nominee is required to complete the authorisation in Section 12 of the Casual Engagement form verifying that you hold the qualifications you listed and that you are suitably qualified for the position in which you may be engaged.

Why does the University require this information?

- To ensure that casual academic staff are suitably qualified to perform the duties required of them
- To comply with External & Statutory reporting and internal audit requirements

What type of publications might this information be used for?

- For reporting to the Department of Education, Employment and Workplace Relations (DEEWR) and others as required

Persons external to the University who can certify copies of original documents: A legally qualified medical practitioner, dentist, pharmacist, barrister and solicitor of the Supreme Court, member of the Police Force, minister of religion authorised to celebrate marriages, school principal, veterinary surgeon, bank manager, Justice of the Peace or Bail Justice.

For further qualifications information go

to <https://wiki.deakin.edu.au/display/staff/Qualifications+and+professional+affiliations>

MARKING GUIDELINES FOR CASUAL ACADEMICS

For information on Faculty Marking guidelines for casual academics go

to: <https://wiki.deakin.edu.au/display/staff/Marking+guidelines+for+casual+academic+staff>

EMAIL AND IT ACCESS

Following entry of your details into the HRMS database a staff ID number will be generated. Your supervisor will then be able to access your staff ID number, create a username and initial password for you and assist you with the process of gaining appropriate access to information technology, email and library facilities. Your supervisor will be able to assist with any IT or email access concerns. Your staff ID number is also required to obtain a Staff Card from Deakin Central.

The Internet must only be used for; Education and/or research purposes; and/or gathering of information in the course of your employment at Deakin University and limited personal use with the restrictions listed below.

The Internet is provided primarily for student and/or work purposes for students and staff respectively but it is accepted that limited personal use of the internet may occur to encourage the use and understanding of the technology by staff. Any personal use must not conflict with any of the requirements mentioned above, and must be done in the personal time of staff. Breaches of the above provisions may result in withdrawal of Internet access and/or disciplinary action being taken in accordance with University Legislation and Policy.

CAR PARKING AND PERMITS

All vehicles parked on Deakin University campuses between 8.30am and 4.30pm Monday to Friday require a current parking permit (with the exception of a limited number of free parking spaces at the Melbourne Burwood, Geelong Waurin Ponds and Warrnambool campuses). Permits should be placed on the left-hand side of the windscreen. Please ensure that the permit is visible at all times and is not obscured by window tinting, sunshades or sun visors. For more information on car parking and how to purchase a permit, please visit <http://www.deakin.edu.au/visitors/parking.php>.

The purchase of permits can be in the form of:

- Day permits (available from vending machines located on each campus or purchased via Paybyphone- <https://paybyphone.com/>)
- Hour permits (Melbourne campus at Burwood only)
- Trimester permits (via Cashiers Office)
- Annual permits (via Cashiers Office)

Casual staff are not able to salary sacrifice parking permit payments through HRD. For further information, please refer to the website http://www.deakin.edu.au/services/parking/index.php#parking_fees_and_charges_81_2

FURTHER INFORMATION

If you would like any further information, please refer to the HR website www.deakin.edu.au/hr, email hrd-casual@deakin.edu.au or call 9246 8139

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit **www.fairwork.gov.au**.

▲ The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at **www.fairwork.gov.au**. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

▲ Right to request flexible working arrangements

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns or location of work from your employer if you require flexibility because you:

- are the parent, or have responsibility for the care, of a child who is of school age or younger
- are a carer (within the meaning of the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing violence from a member of your family or
- provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

▲ Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$138,900 per annum and indexed annually, a modern award will not apply, but the NES will.

▲ Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, www.fwc.gov.au.

▲ Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

▲ Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

▲ Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

▲ Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

▲ The Fair Work Ombudsman and the Fair Work Commission

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit www.fairwork.gov.au.

The Fair Work Commission is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can visit the Fair Work Commission website, www.fwc.gov.au.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

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