

# CASUAL GENERAL & ITAS TUTOR ENGAGEMENT FORM

Use this form when engaging casual general or ITAS tutor staff who are not currently employed by the University.



## 1. EMPLOYEE INFORMATION

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	

## 2. RIGHT TO WORK STATUS

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 they have Australian Citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, please complete section 3)
If yes, then please provide certified copies or original documentation to your area's nominee if you have not already done so.	
<input type="checkbox"/> Certified copy of your current Australian Passport; <b>or</b>	
<input type="checkbox"/> 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; <b>or</b>	
<input type="checkbox"/> 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; <b>or</b>	
<input type="checkbox"/> 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 <b>and</b> another form of photo identification such as a driver's license	

## 3. ALL NON-AUSTRALIAN CITIZENS MUST COMPLETE THIS SECTION AND PROVIDE CURRENT INFORMATION AS PER THE BELOW

Do you have the right to work in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide a certified copy of your passport – your area contact can certify your passport
What is your Citizenship?		
Passport Number		Country of Issue

## 4. ENGAGEMENT CONDITIONS (Area use only)

Commencement Date:		Campus:	
<b>If this staff member is working outside of Victoria, please provide state or country:</b>			
Class/Step	Salary Rate	Duties	Estimated Hours

## 5. BANKING DETAILS

Financial Institution	Branch	BSB	Account Name	Account Number

## 6. ACKNOWLEDGEMENT AND AGREEMENT

• I acknowledge that the details specified in Section 4 of this form are estimated total number of hours only, and may vary from time to time. I agree to complete a daily timesheet in accordance with the duties outlined in Section 4 of this form, or as agreed between the University and myself.

- I acknowledge that the provisions of the current (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](http://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 requirement to provide the appropriate right to work documents as outlined in section 2 or section 3 (where applicable). I consent to the University verifying my visa, residency status and entitlements at any time prior to my appointment and during the course of any appointment I may hold with the University. This consent includes allowing the University to provide my personal details to the Department of Immigration to undertake such verification. I am aware that if I am not entitled to be in Australia, the Department of Immigration may use the information the University provides to it to locate me. I understand that I can withdraw my consent at any time by informing the University in writing.
- 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](http://www.privacy.vic.gov.au)
- I warrant that I have not been charged with nor found guilty of any criminal offence which is relevant to my ability to perform the inherent requirements of the position for which I have been employed, nor have I engaged in, nor to my knowledge have I been investigated for, any other behaviour that would be incompatible with the position or which may adversely affect Deakin University's reputation if subsequently disclosed.
- I declare that to the best of my knowledge the information I have supplied in this form and the supporting documentation provided is correct and complete. I will provide original documentation as required and acknowledge that the provision of incorrect information or documentation or the withholding of relevant information or documentation relating to this form may render me ineligible for employment with Deakin University.
- If a non-resident of Australia, I am complying with my VISA work restrictions.
- I declare that I do not have any actual, potential or perceived conflict of interest in relation to my employment at Deakin University. Further information on Conflict of Interests can be obtained from The Guide at [www.deakin.edu.au/theguide](http://www.deakin.edu.au/theguide)
- I authorise any overpaid salary to be recovered, where earnings equal or exceed the overpayment, in the next available pay period or any subsequent pay period.

#### FAIR WORK INFORMATION STATEMENT

- All employers are required by law to provide new staff with the Australian Government Fair Work Information Statement (Statement). A copy of this Statement is attached to this form. The Statement provides basic information on the Australian industrial and workplace regulatory framework. The conditions set out within the Statement represent minimum conditions which every employer must provide to their staff.

I agree with the above statements

Name		Signature		Date	
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#### 7. CONFLICT OF INTEREST (Area use only)

Is there an actual, potential or perceived conflict of interest?  Yes  No *If yes, please specify below, the conflict of interest and seek Senior Executive approval.*

Senior Executive (print name)		Signature		Date	
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#### 8. AUTHORISATION (Area use only)

Please tick the boxes below to indicate you have complied with the following obligations. Incomplete forms will be returned.

- I understand that I must seek the approval of a member of the senior executive for this appointment if any actual, potential or perceived conflict of interest exists (including employment of family members).
- I have checked that the employee has provided the correct right to work documentation and have sighted the original documentation. Copies are attached.

Head of Area or nominee		Signature		Date	
Area contact name		Position		Ext	

**9. FIOA USE ONLY**

**Please specify the School or Department (Work Area) and Org Unit code that the staff member will be working in**

School / Department																
Budget Centre no:																
Class/Step	Supervisor Name	Supervisor Position No						GL Budget Centre			GL Activity			GL Fund source	GL Entity	
		0	0	0												
		0	0	0												
		0	0	0												
		0	0	0												
		0	0	0												
		0	0	0												

Please forward this completed form to [hrd-casual@deakin.edu.au](mailto:hrd-casual@deakin.edu.au)

Should staff member be included or excluded from Outlook (Email) Distribution Lists for this work area:  Yes  No

*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. 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 <<http://theguide.deakin.edu.au/>> or contact the Privacy Officer at [privacy@deakin.edu.au](mailto: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://staff.deakin.edu.au/employment/emp/forms.php>. Please ensure all sections on the form are complete and the position details are entered by your Supervisor/Manager. On completion, your Supervisor 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 (eg. 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](http://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 DeakinPeople <https://deakinpeople.deakin.edu.au/>. 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/why-deakin/benefits/salary.php>. 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 website <http://www.deakin.edu.au/hr/calendar/index.php>. For information on submitting casual hours via DeakinPeople refer to [www.deakin.edu.au/deakinpeople](http://www.deakin.edu.au/deakinpeople)

**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.**

### DEAKINPEOPLE

DeakinPeople 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 <https://deakinpeople.deakin.edu.au/>

#### 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](http://www.unisuper.com.au).

#### INDUCTION

Staff induction at Deakin is undertaken at the local level by your supervisor. 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 prior to submitting the Casual Engagement Form.

#### 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 Waurn 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)
- 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](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](http://www.deakin.edu.au/hr), email [hrd-casual@deakin.edu.au](mailto:hrd-casual@deakin.edu.au) or call 5227 9544



**Fair Work**  
OMBUDSMAN

## Fair Work Information Statement

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](http://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](http://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 \$133, 000 per annum and indexed annually, a modern award will not apply, but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.

### ► **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](http://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](http://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](http://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](http://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*.