

EMPLOYMENT TYPES PROCEDURE

SCHEDULE B - CONDITIONS OF EMPLOYMENT: SEASONAL OR PART YEAR EMPLOYMENT AND ANNUALISED HOURS EMPLOYMENT

1. Seasonal or part year employment

The following conditions of employment apply to professional staff employed on a seasonal or part year basis who have converted to continuing or fixed-term seasonal or part year employment from casual employment in accordance with Recruitment and Appointment Policy section 8.4.

1.1 Continuity of service

During the periods of the calendar year that a staff member employed on a seasonal or part year basis is not required to perform work, the staff member's employment contract will continue. However, with the exception of periods of approved paid leave, the staff member will be deemed to be stood down without pay for such periods. Such periods will not count as service for any purpose, but will not break the continuity of service.

1.2 Accrual of pay

In respect of the periods or seasons of work for which they are engaged, staff members employed on a seasonal or part year basis will be paid on the same basis as comparable, full-time or part-time continuing staff members, as the case may be.

1.3 Leave entitlements

Leave, including annual leave, long service leave and sick leave will accrue on a pro-rata basis during hours worked. Leave, other than annual leave and long service leave, will only be available to the staff member during the periods or seasons of work for which the staff members employed on a seasonal or part-year basis are engaged. Subject to the provisions pertaining to both annual and long service leave, the timing of taking annual or long service leave will be determined by agreement between the supervisor and the staff member.

1.4 University holidays

Staff members employed on a seasonal or part-year basis will be entitled to all University holidays that fall on days on which the staff member would normally work during the part or parts of the year or season or seasons that the staff member is engaged to work.

1.5 Termination of employment

In the event that the employment of a staff member employed on a seasonal or part-year basis ceases, for whatever reason, and the staff member has received a payment (howsoever described) in respect of hours which are not then worked by the staff member, that payment will be repaid by the staff member to the University as at the date of termination. The University may off-set any such amounts against any entitlements owing to the staff member.

2. Annualised hours employment

The following conditions of employment apply to professional staff employed on an annualised basis.

2.1 Accrual of pay

For the purposes of payment, the total number of nominated annual hours will be averaged to a fortnightly salary.

2.2 Leave entitlements

Staff members employed on an annualised hours basis will be entitled to receive the leave entitlements of a full-time staff member on a proportional basis determined by the number of annualised ordinary hours required to be worked by the staff member within the year. The timing of taking annual leave and long service leave will be determined by agreement between the University and the staff member.

2.3 University holidays

Staff members employed on an annualised hours basis will be entitled to all University holidays that fall during periods for which they are rostered to work.

2.4 Overtime

Staff members employed on an annualised hours basis will be eligible for overtime (in accordance with University policy) in respect of hours directed to be worked in addition to their annualised ordinary hours. There is no accrual of leave entitlements (howsoever described) in respect of overtime hours.

2.5 Additional hours

Where in any year, a staff member employed on an annualised hours basis works in excess of the number of ordinary hours in the year for which he/she is engaged, the payment for the additional ordinary hours will be made in the first available pay period following receipt of a valid claim. Any additional ordinary hours worked will be taken into account in the calculation of leave entitlements.

2.6 Alteration of annual hours

In the event that the number of annualised ordinary hours for which the staff member is engaged are altered by agreement with the head of department then the supervisor and the staff member employed on an annualised hours basis shall ensure that from the date such change takes effect, appropriate reconciliation arrangements in respect of pay and hours have been made.

2.7 Termination of employment

In the event that the employment of a staff member employed on an annualised hours basis ceases, for whatever reason, a reconciliation of the ordinary hours worked and the payments (howsoever described) paid to the staff member, will be performed and:

- if the staff member has received a payment (howsoever described) in respect of work or hours which are not then worked by the staff member, that payment will be repaid by the staff member to the University as at the date of termination. The University may off-set any such amounts against any entitlements owing to the staff member; and
- if a staff member has performed work for which he/she has not yet received pay by the University, the University will pay to the staff member such amount as at the date of termination.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.