



**HUMAN RESOURCES
ELICOS CASUAL EMPLOYMENT AGREEMENT**

Please ensure these documents have been submitted to Human Resources or are attached to this form (*tick boxes to indicate forms submitted/attached*)

- Current Tax File Number Declaration form (*otherwise maximum rate of tax will apply*)
- Authorisation for Salary Transfer (*to allow payment to nominated account*)
- Copy Bio-data page (photograph page) of passport or other evidence of eligibility to work in Australia (*see section 3*)

School/Admin dept

Enquiries to Extension

SECTION 1 - PERSONAL DETAILS

Are you new to the University? Current/previous employee? → Employee no.

Title Family name

First names Preferred first name

Gender DOB (dd/mm/yy) Home tel. no. Mobile no.

Address (postal) P/code

SECTION 2 - POSITION INFORMATION (to be completed by the School)

Job Title

CAS-1
ACAD oncost
(office use only)

CAS-2
 ACAD oncost
 GEN oncost
(office use only)

CAS-3
GEN oncost
(office use only)

CAS-4
ACAD oncost
(office use only)

Start Date (dd/mm/yy)

Expiry Date (dd/mm/yy)

Position number

Business Unit

Project/Grant

Account %

Project/Grant

Account %

SECTION 3 - PERSONAL DETAILS (Employee to complete)

Evidence of Eligibility to work in Australia

Please provide evidence of your eligibility to work in Australia. Acceptable forms of evidence include:

If an Australian citizen

- Australian passport (certified copy of photograph page);
- Australian citizenship certificate or certificate of evidence of Australian citizenship plus another form of photo identification such as a driver's licence; or
- If none of the above are available and you were born in Australia before 20 August 1986** – Australian birth certificate plus another form of photo identification such as a driver's licence;
- If none of the above are available and you were born in Australia on or after 20 August 1986** – Australian birth certificate showing that at least one parent was an Australian citizen or permanent resident at the time of birth plus another form of photo identification such as a driver's licence.

If not an Australian citizen

- Present original of passport or send certified copy to Human Resources as proof of identification and give consent to HR Services to check your visa details through the Visa Entitlement Verification Online (VEVO);
or
- Provide a certified copy of any visa approval paperwork received from the Department of Immigration and Border Protection.
- Please note: Primary student visa holders with an 8105 Work Limitation are required to provide evidence that they have commenced their course of study or training before they can commence work. Evidence can include a Confirmation of Enrolment or a letter from their relevant education provider.**

SECTION 3 - PERSONAL DETAILS (continued)

- Are you a student at UWA? No Yes → If yes, refer to 6.1, [Minimum Period of Engagement](#)
- Are you a scholarship holder at UWA? No Yes → If yes, you must not work more than 8 hours per week during normal working hours (excepting semester breaks)
- Is this your primary occupation? No Yes → If yes, refer to 6.1, [Minimum Period of Engagement](#)

Emergency Contact Details

Name

Address

Relationship Contact No

SECTION 4 - DECLARATION

Ability to perform the requirements of the position

As an employee you have the occupational health and safety responsibilities to not place yourself or others at risk of injury or harm. This means that you must inform your supervisor throughout the course of your employment of any health matter or injury that may, or will likely affect your ability to perform the requirements of the position (also referred to as inherent requirements of the position).

The University promotes the provision of assistance, aids and equipment (reasonable adjustments) to employees who require these to perform their duties. You are required to advise your supervisor/manager promptly if you require adjustments on account of illness, injury or disability, at any time during your employment.

For further advice regarding employee and employer rights and obligations around reasonable adjustments contact Equity and Diversity Services (telephone 6488 3873). For advice on modification to duties or equipment provision, contact the Manager, Injury Management and Wellbeing from UWA Safety, Health and Wellbeing (telephone 6488 2784).

To help identify staff that require adjustments in their workplace and ensure that these are provided, please answer the following questions by ticking the relevant box.

1. Do you have a medical condition, disability or any impairment for which you require adjustment/s in order to perform the inherent requirements of the position?

Yes No

If you have indicated that you require adjustments, an Occupational Therapist from Safety, Health and Wellbeing will contact you to discuss your needs.

- 2a. Are you currently, or have you at any time within the last five (5) years, been in receipt of payments/damages arising from a workers' compensation claim; third party insurance claim (such as a motor vehicle accident claim); disability claim for sickness, incapacity, disability, injury or impairment; or from any salary continuance insurance claim (or similar)?

Yes No

- 2b. Is the claim currently open or the benefit continuing?

Yes No

History of a prior claim will not in itself preclude appointment to the position. Under section 79 of the Workers' Compensation and Injury Management Act, if at any time when seeking or entering into employment a person wilfully or falsely represents themselves as not having previously suffered from a disability which is the subject of a subsequent claim, a dispute resolution body may, in its discretion, refuse to award compensation.

If the University has concerns about your ability to perform the inherent requirements of the position during your employment, it may direct you to attend a review by a medical practitioner, medical specialist or allied health professional.

SECTION 5 - AGREEMENT

I accept the terms of the ELICOS Casual Employment Agreement and agree to comply with the terms and conditions of the relevant Staff Agreement. I accept that payments will be made on submission of authorised timesheets.

Notice: I understand that the Agreement may be varied or terminated with one hour's notice on either side. I accept that there is no commitment to any further employment by the University.

I understand that the [UWA Code of Ethics and Code of Conduct](#) details the University's expectations for the behaviour of all staff, including staff on casual contracts. I understand it is my responsibility to acquaint myself with the codes of behaviour expected of while employed at the University.

I confirm that my total appointment(s) with the University does not total > 1.0 FTE.

I confirm that I will complete the [Occupational Health and Safety On-Line Induction](#) within 1 month of commencing as a new staff member.

I have completed the Declaration (page 2) and understand the inherent requirements of the role.

If illness or any other circumstance prevents me from performing a particular activity, I am required to advise my Supervisor.

I understand that as required under the Government's Superannuation Guarantee Charge legislation, the University will pay employer superannuation contributions on all earnings. The contributions are paid to the UniSuper Plan as required under the University of Western Australia Staff Agreements.

I declare that:

- i. I have answered all questions honestly.
- ii. To the best of my knowledge I am able to fulfil the inherent requirements of the position, or I will be able to fulfil the inherent requirements with the provision of reasonable adjustments.
- iii. I understand that incorrect or misleading statements or omissions may render me liable for termination of my employment or disciplinary action and/or negate any future claim for compensable injury or illness.

I authorise any medical practitioner, medical specialist or allied health practitioner that the University directs me to attend to provide information to the University, to enable it to determine: -

- i. Whether I am capable of fulfilling the inherent requirements of the position for which I have been appointed; and/or
- ii. To identify reasonable adjustments that the University can provide to enable me to fulfil the inherent requirements of the position.

Employee signature Date (dd/mm/yy)

Employee name (please print)

SECTION 6 - APPROVAL

I approve the above and certify that:

- a. this appointment is a true casual appointment (5 weeks regular hours or irregular hours up to 12 months)
- b. sufficient funds are available in the account/s stated to cover the appointment
- c. the details in Sections 1, 2 & 3 are correct
- d. the applicable rate of pay is that prescribed under the appropriate Agreement (http://www.hr.uwa.edu.au/hr/salary_scales/elicos)
- e. the appointee has been provided with a copy of the Fair Work Information statement (pages 5 & 6)
- f. the appointee understands the requirement to read [UWA Code of Ethics and Code of Conduct](#)
- g. the appointee has had the inherent requirements of the role explained.

Name (please print)

Signature of Approved Delegate (See HR Delegations)

Contact Number/Extension

Date (dd/mm/yy)

Useful HR Websites at UWA
(to be retained by employee)

HR Homepage: www.hr.uwa.edu.au

Every employee at UWA is allocated a unique 8 digit employee number on the University's Human Resources Information System (Alesco). This remains the same no matter how many times the employee leaves and returns to the University, however different job numbers may be allocated. To obtain your employee number, please contact your School Administrative Officer, School Manager or Human Resources.

Employee Self Service (ESS): www.hr.uwa.edu.au/ess

ESS Website: www.hr.uwa.edu.au/ess

First Login: use your eight (8) digit employee number and your initial password is your six (6) digit date of birth—ddmmyy format.

View and update various personal details:

Your home address, postal address, emergency contact details, email address, internal mailbag delivery address, qualifications, employee demographics

View your payroll details:

View your payslips, update your bank account details, update your current deductions, choose your payment summary delivery method and view & print your payment summary

Inductions: www.hr.uwa.edu.au/working/new-staff/induction

Conditions of Employment: www.hr.uwa.edu.au/page/95944

Superannuation: www.hr.uwa.edu.au/policies/policies/pay/employee-benefits/superannuation

Equity & Diversity: www.equity.uwa.edu.au

Safety, Health and Wellbeing: www.safety.uwa.edu.au

Staff Contact Directory: directory.uwa.edu.au