

PAYMENTS to CASUAL STAFF

Minimum engagement is 3 hours, except for UWA students, who can work 3 hours over a fortnight and other defined categories.

Please refer to Minimum Hours for a full outline of requirements.

NORMAL RATES

Monday to Friday 7.5hrs per day	Ordinary time plus 25% casual loading (no. of hours x hourly rate)
Saturday, Sunday 7.5hrs per day	Ordinary time plus 25% casual loading (no. of hours x hourly rate)
Public Holidays that University Staff Work 7.5hrs per day	Ordinary time plus 25% casual loading (no. of hours x hourly rate)
Days observed in lieu of public holidays worked	Ordinary time plus 25% casual loading (no. of hours x hourly rate)

OVERTIME RATES

Monday to Friday Once 7.5hrs per day is exceeded	Time and one half for the first 3 hours (no. of hours x 1.5 = x hourly rate) Double time thereafter (no. of hours x 2 = X hourly rate)
Saturdays once 7.5hrs per day is exceeded	Time and one half for the first 3 hours up to 12noon (no. of hours x 1.5 = x hourly rate) Double time after the first 3 hours or for hours worked after 12noon (no. of hours x 2 = x hourly rate) eg 10.00am – 1.00pm 10.00 – 12 noon = 2 hours @ 1.5 time 12noon – 1.00pm = 1 hour @ 2 time
Sundays once 7.5hrs per day is exceeded	Double time (no. of hours x 2 = x hourly rate)
Public Holidays that University Staff work once 7.5hrs is exceeded	Time and one half for the first 3 hours (no. of hours x 1.5 = x hourly rate) Double time thereafter (no. of hours x 2 = X hourly rate)
Public Holidays that University Staff DO NOT work	Double time and one half for all hours worked (no. of hours x 2.5 = x hourly rate)

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 accommodations) to employees who require these to perform their duties. You are required to advise your supervisor/manager promptly if you require accommodations 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 accommodations contact Equity and Diversity Services (telephone 6488 3873). For advice on modification to duties or equipment provision, contact the Senior Occupational Therapist from UWA Safety and Health (telephone 6488 2784).

To help identify staff that require accommodations 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 accommodation/s in order to perform the inherent requirements of the position?

Yes No

If you have indicated that you require accommodations, an Occupational Therapist from Safety and Health 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 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 it's 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.

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: www.safety.uwa.edu.au

Staff Contact Directory: <http://directory.uwa.edu.au>