

HUMAN RESOURCES
RECOMMENDATION TO OFFER NEW EMPLOYMENT CONTRACT (page 2)

SECTION 5 - APPOINTMENT DETAILS

Type of appointment
 Ongoing/tenurable → complete this section & go to sections 4 and 6
 Fixed-term → length of contract → if not advertised, complete this section & go to sections 4-6

General Staff only

If contract is <12 months do you want a probationary period? No Yes → months

Hours Full-time Part-time → Enter hours per fortnight or FTE → All staff: specify below the hours worked each day

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

Recommended salary Level Step Per annum \$

Recommended commencement date Contract end date (if fixed-term)

SECTION 6 - ACADEMIC STAFF AGREEMENT (<http://www.hr.uwa.edu.au/agreements/academic/toc>)
GENERAL STAFF AGREEMENT (http://www.hr.uwa.edu.au/agreements/general/general_staff_agreement)
FOR FIXED TERM APPOINTMENTS ONLY

Please indicate which circumstance applies to this position, if fixed-term. In accordance with University policy, positions which have not been advertised previously will still need to be advertised before a staff member can be made ongoing or tenurable.

(Tick one box ONLY)

- Specified task or project Project/Task Title
 "Specified task or project" shall mean a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe.
- External Funding (do not use for research grant funded positions) Source of funding
 "External Funding" shall mean identifiable funding external to the University other than funding that is part of an operating grant from government, or funding comprised of payment of fees made by or on behalf of students.
- Research Research Grant/Project/Task Title
 "Research" means an activity by a person engaged on research-only functions for a period not exceeding five years.
- Replacement Employee (complete section 4) "Replacement employee" means an employee engaged for the purpose of replacing an employee on leave, acting or seconded to duties away from his/her usual area of employment.
- Recent professional or commercial experience For the purpose of meeting a curriculum requirement for recent professional or commercial experience for a period not exceeding two years.
- Pre-retirement contract Where a full-time or a part-time employee agrees to a separation date of strategic value to UWA for a period of up to five years.
- Student Where a person is enrolled as a student at the University at the time of engagement.
- Uncertainty over future requirements (complete section 4) Where there is uncertainty over future requirements, such as where the University or some portion of the University is undergoing or is about to undergo major organisational change, or where a new course is being developed and implemented.
- Fill a vacancy on a temporary basis (complete section 4) An employee may be employed to replace a staff member who has resigned or retired, where the position is pending advertisement and appointment.
- Snr Academic Mgmt Positions
- Other

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SECTION 7

Please ensure these documents are submitted to Human Resources (tick boxes to indicate attachments)

- cv/résumé of the appointee (*submit with this form*).
- Tax File Number Declaration Form (*forward asap so that the correct rate of tax may be applied*).
- Authorisation for Salary Transfer form (*forward asap to allow payment to nominated account*).
- Commencement of Appointment form (*this must be completed on the first day of employment*).
- Appointee Details—Funding Arrangements for Clinical Academic Appointee

NB: In some circumstances, staff previously employed at the University may not be eligible to be re-employed. Please check with HR prior to offering employment.

SECTION 8 - APPROVAL

Name (*please print*)

Signature of Approved Delegate (See HR Delegations)

Date (*dd/mm/yy*)

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GENERAL USE