**Recruitment Teaching Only Temporary Engagement Procedures**

**CIT Human Resources:**

Identifies eligible casual teachers and informs the relevant delegate

**CIT Human Resources:**

1. If Teaching Only is selected, CIT Human Resources will provide the teacher and copy top the Delegate the appropriate contract of employment.

**Note**, if a further casual employment is preferred, the engagement should follow the standard procedure for engaging a casual teacher.

**Delegate**:

1. Returns the Teaching Only or Casual Engagement Election Form to the CIT Human Resources for issue of an appropriate contract of employment and processing by Shared Services.
2. The Delegate must at this point provide the CIT Human Resources the relevant dates for mandatory stand down and recreation leave.

**Delegate:**

1. Determines the need for casual/temporary teaching engagements for the period ahead; and
2. Offers the eligible casual an opportunity to elect to accept either casual OR Teaching Only temporary employment, and provides the teacher with the appropriate election pack
3. Where an eligible casual teacher is to be offered a further engagement then;

**Teacher**:

1. Considers the information contained within the Casual/Teaching Only Election Pack and decides the preferred employment type; AND
2. Completes the provided Teaching Only or Casual Engagement Election Form and provides it to the delegate.