**Procedures**

**Employing a Casual Teacher**

**Workforce Planning**

Prior to approving the engagement of a casual teacher, and consistent with Principles 4 to 6 above, the relevant manager should assess whether casual employment is the most appropriate mode of employment. This assessment should be based on the skill requirements, workload, timeframe, funding and the strategic objectives and plans of CIT, the teaching college/division or the department.

If engagement is expected to include more than an average of 8 hours per week, the teaching college/division should consider alternative types of employment, such as short term temporary employment to fill the department’s teaching needs.

Short term temporary employment can be offered for a period up to 12 months. Selection must be based on the candidate having current registration on the casual/temporary register and assessed as the most appropriately skilled and qualified candidate.

**Finding a Suitable Casual Teacher**

In order to offer casual employment, the chosen candidate must have a current registration on the Casual/Temporary Register and be chosen consistent with the principles of merit provided by the *Public Sector Management Act 1994* (PSM Act). This means ensuring that an appropriately qualified and/or experienced person is selected for engagement without patronage or favouritism from a transparent, unbiased and suitable competitive process.

In line with the Agreement, all casual teachers are required to hold appropriate qualifications, experience, registrations and industry expertise to undertake teaching within the area of their engagement. It is advisable to ask for and to ensure contact with at least one referee to assess a candidate’s experience and recent performance at work.

**Engagement Authorisation**

Authorisation to commence engagement of a candidate into casual employment is provided by the completion of a Casual Teacher Recruitment Approval by the relevant department manager and must include the relevant delegate (Director) approval.

On receipt of this authorisation an Eligibility for Employment will be prepared by CIT HR.

CIT HR will organise the signing of the Eligibility for Employment and all other required paperwork with the casual prior to informing the Head of Department that the casual is ready to be scheduled.

Authority to engage casual teachers is outlined on the SIS in the Delegations of Authority at: <https://staff.cit.edu.au/support/human_resources/employment_conditions/human_resources_delegations_manuals>

**Required Documents**

An employment pack must be completed by all new staff. At the time of completion staff will be required to supply all certified copies that evidence qualifications and required registrations.

CIT HR will manage the completion of all documentation prior to informing the Head of Department when the casual is ready to be scheduled.

**Induction**

An online induction program is available for casual staff at: <https://staff.cit.edu.au/support/human_resources/induction>

An induction introduces the new casual teacher to CIT and assists in acclimating them to CIT’s culture and overall employment expectations.

At the local area, an orientation should also be provided to all new CIT staff, including casuals. Orientations should familiarise teachers with their local working environment, local expectations of their role and the practical aspects of starting a new job.

**Payment**

Payment for direct teaching activity undertaken by a casual teacher will be at the ‘teaching rate’ in accordance with the Agreement. Payment for work that does not include direct teaching will be at the ‘non-teaching rate’ (for definitions direct and duties other than teaching see below).

Payments will be made via electronic funds transfer to the casual teacher’s nominated financial institution.

Payment for services provided by staff within another teaching college will be managed as per the Servicing Policy and any associated procedures. This can be accessed at: <https://staff.cit.edu.au/policies/education/teaching_and_learning>

**Payment Authorisation**

For payment to occur, the Head of Department will need to submit an authorised schedule to CIT HR. CIT HR will then submit the details to Shared Services for processing.

The Head of Department must be in a position to know the hours and duties actually being worked by the casual teacher, and will have ultimate responsibility for ensuring these hours are consistent with the schedule provided.

The Head of Department may provide schedules consistent with the casual engagement, or any variation, where there have been approvals provided by the relevant delegate (contact CIT HR (Recruitment) for information if required).

**Superannuation**

Employer superannuation contributions are paid to casual teachers in accordance with legislative requirements.

**Direct Teaching Activity**

Direct teaching activities are as defined at sub-Clause 20.2 of the Agreement and are as follows:

* Teachers are required to perform direct teaching activities, in any reasonable environment or setting. Recognising that there is no difference in the professional delivery of teaching regardless of the setting in which it is delivered, direct teaching activities include but are not limited to:
  + Teaching delivery and assessment in classrooms;
  + Training and assessment in the field;
  + Workplace training and assessment in situ; and
  + Teaching delivery and assessment in distance and online model.

In line with Clause 51, payment provided for direct teaching performed by a casual is inclusive of the following duties, as specifically related to direct teaching activities and the students involved in that direct teaching activity:

* the preparation of teaching materials/courses,
* travel time between work sites, and
* student related administrative tasks (e.g. Student enquiries, recording results in Banner etc. for students taught by the Casual teacher).

**Duties Other than Teaching**

In line with Clause 51, casual teachers may be required to perform duties other than teaching. Where required, the casual will be paid the non-teaching rate. Duties other than teaching may include:

* attendance at staff meetings/CIT events (including Open Day and Careers Market);
* industry/employer liaison;
* student support for domestic and international students;
* user choice tasks;
* curriculum review and development;
* moderation of assessment; and
* preparation of short reports relating to teaching area as required i.e. for Board of Review.

**Performance**

Casual teacher employment is subject to satisfactory performance in accordance with the expectations set by the manager. Regular feedback to casuals is to be provided by the supervisor.

Where a casual teacher’s performance is deemed to be unsatisfactory against the stated expectations, the casual teacher’s employment may be terminated.

**Temporary Teaching Only Employment**

In line with Clause 13 of the Agreement eligible casual teachers must elect to accept either a Temporary Teaching Only contract of employment or continue as a casual after working two consecutive semesters, and undertaking 144 hours or more of direct teaching during each individual semester.

This election is made by the individual teacher and endorsed by the Head of Department (see also the Teaching Only Temporary Employee Engagement Policy (ST.03.44 – 001)). Subsequent periods of engagement under this contract type will require the teacher to maintain their registration on the casual/temporary register.

Additional information relating to Temporary Teaching Only employment can be accessed on the SIS at <https://staff.cit.edu.au/support/human_resources/recruitment_and_payroll> (under Casual Teachers heading).

**Casual Trigger**

Eligible casual teachers may also apply for consideration to be given to their continued employment on a temporary contract basis through the provisions of the casual trigger (see sub-Clause 14.2 of the Agreement). Eligibility criteria and the casual trigger provisions can be accessed at <https://staff.cit.edu.au/support/human_resources/recruitment_and_payroll> (under Casual Teachers heading).

**Termination**

In line with the Fair Work Act, casual teachers may be terminated by either the casual teacher or CIT without notice.

Where a casual is no longer required and the term of the casual engagement has not yet expired, any cessation of the casual teacher should be discussed with CIT HR (Employment Relations and Recruitment).

**Flowchart**

