Flinders University

Casual Professional Employees - Minimum Engagement Quick Guide

Under the Flinders University Enterprise Agreement 2023 to 2026, minimum engagement periods apply to casual employees based on different types of work undertaken at the University.

As Supervisors, it is important that we follow these requirements to ensure compliance with the Enterprise Agreement and our obligations under the Fair Work Act 2009 (Cth).

Casual Professional staff must be engaged for minimum engagement periods based on their circumstances and the nature of their engagement with the University. Standard hours for casual professionals are as follows:

Category	Minimum Engagement	Description	EA Clause
Casual Professional	Three (3) hours	Casual professional employees must be engaged for a minimum of (3) three hours per shift, unless an exception applies.	48.2

In accordance with clause 48.2, the following **exception** categories apply:
Note – where these exceptions apply, the reason should be included in the comments for each relevant timesheet entry.

Category	Minimum Engagement	Description	EA Clause
Casual Professionals – **Students**	One (1) hour	Work must occur between Monday to Friday. This exception only applies to casual professional employee engagements during Orientation Week and the teaching weeks of the University, (other than on public holidays).	48.2.1
Casual Professionals – **Students who live on campus**	One (1) hour	Minimum engagement applies any day of the week throughout the Academic year (other than on public holidays).	48.2.1
Casual Professionals - **holds primary occupation elsewhere**	One (1) hour	Applies to employees who have a primary occupation either within the University or externally. Confirmation from the employee detailing their primary occupation must be verified in writing and prior to applying the exception.	48.2.2
Casual Professionals - **Not required to attend a University site or a site on behalf of the University**	One (1) hour	Applies to employees who have approval to perform their duties without attending a University site, or any other site on the University's behalf.	48.2.3

Category	Minimum Engagement	Description	EA Clause
Casual Professionals – **Invigilators**	Two (2) hours	Specific to invigilators for examinations. Employees undertaking this work should be employed in an Invigilator or Chief Invigilator position.	48.2.4
Individual Flexibility Arrangements	As genuinely agreed	May be used to meet the genuine needs of the University and staff member.	6

Frequently Asked Questions:

1. What is the minimum period for casual professional staff?

The standard minimum engagement for casual professional staff is 3 hours, unless an exemption applies.

2. If a professional casual works less than 3 hours, do they still get paid for 3 hours?

Yes. Casual professional employees must be paid a minimum of 3 hours, even if they work fewer than the minimum engagement period of their shift unless an exception under clause 48.2 applies.

3. What exceptions apply to the minimum engagement period?

The exceptions that may apply to a minimum three hour engagement of a casual professional staff member are contained in clause 48.2 (Casual Professional Staff Engagement) and 6.1 (Individual Flexibility Arrangement).

4. What is the minimum engagement for student casual professional employees?

Student casuals may be engaged for a minimum of 1 hour when:

- the work is performed Monday to Friday, and
- their engagement takes place during Orientation Week or teaching weeks (excluding public holidays).

5. Do students living on campus have different minimum engagement rules?

Yes. Students who reside on campus may be engaged for a minimum of 1 hour on any day of the week during the academic year (excluding public holidays).

6. What counts as having a “primary occupation elsewhere” for casuals?

A casual employee is considered to have a “primary occupation elsewhere” when their main paid job is either within or external to Flinders University. Where this exception is relied upon for engaging a casual employee for one-hour, written confirmation of the employee’s primary occupation must be obtained prior to engaging them under this exception and saved on their workday profile. Your People & Culture Business Partner can assist you if you are unsure how to do this.

7. When can an Individual Flexibility Arrangement be relied upon as an exception?

Clause 6 (Individual Flexibility Arrangements) permits the University and a staff member who is covered by the enterprise agreement to agree to vary the minimum engagement period
(clause 48).

An arrangement to vary the minimum engagement period under clause 6 must:

- meet the genuine needs of the University and the staff member;
- be genuinely agreed between the University and Staff Member (i.e. cannot be a condition of the staff member’s employment);
- be in writing and a copy of the agreement uploaded into the employee’s Workday profile.

8. How do I get more information?

Please contact your People and Culture Business Partner or Advisor for more information or if you are unsure about the legal requirements that apply to engaging casual professional staff.

9. Where can I find casual academic teaching engagement descriptors?

Casual academic teaching engagement descriptors are outlined in schedule 5 of the enterprise agreement. Please refer to the enterprise agreement for more detail and speak with your Education Research Officer or People and Culture Business Partner if you have any questions.