

# Casual Staff Time Recording

## 1.0 Purpose

## 2.0 Scope

## 3.0 Procedure

3.1 Casual Professional Staff – Minimum Periods of Engagement | 3.2 Casual Academic Staff – Minimum Periods of Engagement | 3.3 Casual Professional Staff – Timesheets | 3.4 Casual Sessional Academic Staff – Additional Hours | 3.5 Casual Research Fellows and Casual Research Assistants – Additional Hours | 3.6 Casual Professional Staff – Additional Hours and Overtime | 3.7 Casual Academic Staff – Rate of Pay

## 4.0 Definitions

## 5.0 Information

## 6.0 Related policy documents and supporting documents

### 1.0 Purpose

The University is committed to paying all staff accurately for work performed. Any concerns or complaint raised in relation to casual staff underpayment will be taken seriously and investigated as appropriate through the University **Complaints Process**. Casual employees are responsible for ensuring that they claim payment for all approved hours worked in accordance with their scope of employment / schedule.

This procedure outlines the University's requirements for casual professional and casual academic staff to record their hours of work or work allocation to enable the correct payment of wages in accordance with the relevant Enterprise Agreement.

If there is any inconsistency regarding a casual staff members entitlements between this procedure and the relevant Enterprise Agreement, the Enterprise Agreement applies.

### 2.0 Scope

This Procedure applies to casual professional and academic staff employed under the University's Enterprise Agreements, as well as staff of Griffith University supporting casual staff and their work allocation, work time recording and associated payments. This Procedure does not apply to those staff who are not covered by the University's Enterprise Agreement, but may be covered by a Modern Award, the Early Education and GELI language instructors.

### 3.0 Procedure

#### 3.1 Casual Professional Staff – Minimum Periods of Engagement

Casual professional staff should not be paid for fewer than three hours on any occasion they are required to work. Note there are some exclusions within the Professional and Support Staff Enterprise Agreement such that the minimum engagement of three hours does not apply to:

- casual staff who are students (Monday to Friday during the main teaching weeks excluding public holidays), and
- persons with a primary occupation elsewhere or with Griffith University.

Such staff shall have a minimum engagement of one hour (see section 12.4.4).

### **Professional Casual Staff Member's Responsibilities**

Professional casual staff are responsible for entering the actual hours worked (for example, one hour). Where time worked is under the minimum period of engagement the payroll system will automatically adjust the hours to reflect the minimum engagement period. It is critical to enter the correct code for the hours worked (i.e., "student and or other job") in the relevant Timesheet selection to ensure the minimum period of engagement period is correctly applied and that wages are correctly calculated.

### **Timesheet Approver's Responsibilities**

Where an engagement period of fewer than three hours was agreed in order to meet the personal circumstances of the casual staff member, when approving timesheets, approvers should notify payroll of this agreement so to prevent the automatic uplift of hours from occurring.

## **3.2 Casual Academic Staff – Minimum Periods of Engagement**

A casual academic employee will be engaged and paid a minimum of two hours on each occasion they are required by the University to attend work on campus or other University premises, inclusive of delivery and additional hours, preparation and associated working time including agreed duties provided for in Schedule 3 of the Enterprise Agreement.

For example:

- A one-hour workshop at Nathan campus with no associated work assigned and no other Griffith work performed within one hour of that activity should be paid as two hours.
- A one-hour workshop online should be paid as one hour as it does not require attendance on campus or other University premises.
- A one-hour tutorial at Nathan campus should be paid as a one hour tutorial wrapped rate, as this rate includes associated preparation time (minimum total two hours).

## **3.3 Casual Professional Staff – Timesheets**

### **Casual Staff Member's responsibilities**

Casual staff members who complete timesheets must complete and submit the timesheet via the **Staff Portal** on a fortnightly basis. Casual staff who miss the cut off times may experience delays in receiving payment, typically to the next payment cycle.

Timesheets submitted for approval must accurately reflect:

- days and dates of work, and
- start and finish times.

These details should be those agreed by the relevant timesheet approver.

### **Timesheet Approver's responsibilities**

Timesheet approvers are responsible for clearly and explicitly advising their casual staff of the cut off time for submission of timesheets which allow for approval process to be completed (see Staff Portal). Timesheet approvers must approve timesheets in the Staff Portal by no later than 4.00 pm of Friday of an off-pay week to allow for payment in the next pay cycle. The deadline for approval may be brought forward where a University holiday or public holiday is within the pay period.

Before approving, supervisors or timesheet approvers must ensure that:

- professional casual staff members' timesheets accurately reflect the hours, days and dates of the time worked, and

- claims for additional hours meet the requirements of this procedure.

Where the casual staff member's timesheet does not meet any of the above requirements, the supervisor or timesheet approver must return the timesheet to the casual staff member for correction. The casual staff member is then required to resubmit the timesheet for approval. Where claims for additional hours do not meet the requirements of this procedure, the supervisor or timesheet approver must provide the casual staff member with an appropriate explanation as to why the additional hours were not approved.

If the casual staff member is not satisfied with the arrangements made in a single or set of timesheets, they should, as soon as reasonably practically, submit a review request to their relevant Head of Element. If after this review the staff member remains unsatisfied, the casual staff member is eligible to submit their concerns via the University [Complaints Process](#).

### **3.4 Casual Sessional Academic Staff – Additional Hours**

Casual sessional academic staff may be entitled to be paid additional hours outside of the planned sessional schedule, either by formally agreeing additional work hours or through the process defined in this clause.

Casual sessional academic staff may become eligible for additional hours where the work is identified to potentially exceed scheduled, forecasted, or planned hours. For instance, if after completing an hour of marking it becomes evident that the original planned marking hours will be exceeded.

In such instances, the casual staff member should:

- complete the work if it can be done within one further hour and/or if there would be health and safety implications in stopping that work. (For instance, a laboratory session that is running longer than anticipated where the casual staff member's presence is required to ensure the University meets its health and safety requirements); or
- stop work and contact their supervisor to obtain approval for additional hours and provide the following:
  - an indication of the anticipated hours to complete the work; and
  - a brief explanation why the previously allocated time is insufficient. For instance, this may be due to, but not limited to, mistakes on the assessment paper increasing the complexity of reviewing student responses, longer than anticipated student answers, or unexpected issues with student responses requiring more detailed feedback.

If the additional hours are completed under clause 6.a), the activity may continue, and the casual sessional academic staff member should adjust their schedule (sessional timesheet) to reflect the additional time taken. The casual staff member must inform their supervisor, as soon as it is reasonably practically to do so, of their additional work requirement to prevent delays occurring in the timesheet approval process. Approved additional hours will be paid at the normal rate of pay for the relevant activity.

If the additional hours are not approved, the supervisor and the staff member should come to an agreement as to how the activity should proceed. This may include the casual continuing with the work within the allocated time or by allocating all or part of the work to another staff member. Where the work is to be completed within the time originally allocated the supervisor and casual staff member should agree how the work can be completed within the remaining allocated period. For instance, this may involve a reduction in the amount of feedback provided to students or adopting a new or updated marking template.

If the casual staff member is not satisfied with this process, they may submit a request for a further review to the relevant Head of Element. If after this review the staff member remains unsatisfied, the casual staff member is eligible to submit their concerns through the University [Complaints Process](#).

### **3.5 Casual Research Fellows and Casual Research Assistants – Additional Hours**

Casual research fellows (i.e., covered by the Academic Enterprise Agreement) and casual research assistants (i.e., covered by the Professional Enterprise Agreement) may be entitled to additional paid hours outside of the planned schedule, other than where previously agreed. Casual research staff may become eligible for additional hours where the work is identified to potentially exceed scheduled, forecasted, or planned hours. For instance, the completion of documentation is predicted to exceed that originally planned or a supervised activity (such as an experiment) is taking longer to complete than expected.

In such instances, the casual staff member should:

- complete the work if it can be done within one further hour (or within the minimum engagement period) and/or if there would be health and safety implications in stopping that work. (For instance, a laboratory session that is running longer than anticipated where the casual staff members presence is required to ensure the University meets its health and safety requirements); or
- stop work and contact their supervisor to obtain approval for additional hours and provide:
  - an indication of the anticipated hours to complete the work; and
  - a brief explanation why the previously allocated time is insufficient.

If the additional hours are completed under clause 6.a), the casual researcher should adjust their schedule (casual Timesheet) to reflect the additional time taken. Approved additional hours will be paid at the normal rate of pay.

If the additional hours are not approved, the supervisor and the staff member should come to an agreement as to how the activity may proceed. This may include the casual researcher continuing with the work modified to be completed within the allocated time or by allocating all or part of the work to another staff member. Where the work is to be completed within the time originally allocated the supervisor and casual staff member should agree how the work can be completed within the remaining allocated period. For instance, this may involve a reduction in the scope of the work.

### **3.6 Casual Professional Staff – Additional Hours and Overtime**

Any hours worked in addition to the agreed hours worked, including overtime if applicable, requires prior approval from the staff member's supervisor or manager.

Agreed hours worked, in addition to those hours rostered or ordinarily worked, will be paid at the normal Base Rate of Pay plus casual loading, unless the work is performed:

- Monday to Friday outside the relevant span of hours in the Enterprise Agreement.
- in excess of 7.25 hours per day (excluding an unpaid meal break) or 36.25 hours per week; or
- on Saturdays, Sundays, and Public Holidays.

Any hours worked in excess of these hours will be paid at overtime or penalty rates.

#### **Requested and Approved Overtime**

As defined in the relevant Enterprise Agreement, casual staff may be asked to work overtime. Casual staff will, whenever possible, be given reasonable notice of being requested to work overtime. Casual

staff should discuss their overtime commitments with their supervisor if the scheduling or duration of the proposed overtime work is impractical or unreasonable.

All overtime must be approved in writing by the appropriate supervisor prior to the commencement of the work.

Each day's overtime will stand alone and will be calculated to the nearest quarter of an hour.

### **Rates for Approved Overtime**

Approved overtime will be paid in accordance with the following table for eligible casual professional staff:

Time of Work	Overtime Rate
Monday to Saturday	1.5 times (150%) of the Base Rate of Pay for the first three (3) hours. 2 times (200%) of the Base Rate of Pay for all hours thereafter until the completion of overtime.
Between midnight Saturday and midnight Sunday	2 times (200%) of the Base Rate of Pay for hours worked.
Public holidays	2.5 times (250%) of the Base Rate of Pay for hours worked.

Note: The casual loading is not paid on top of overtime rates.

### **Minimum Rest Periods or Alternative Payment Terms**

Casual professional staff are not required to work more than five consecutive hours without an unpaid meal break of at least 30 minutes.

Casual professional staff are expected to have at least 10 consecutive hours break in work performed on successive days. Where the supervisor has requested a work pattern with a break of less than 10 hours, rates will be paid at the ordinary rate of pay plus 100% for all hours worked until such time as a break of not less than 10 hours has been received.

### **3.7 Casual Academic Staff – Rate of Pay**

The casual academic staff salary rates are set out in Schedule 3 of the Academic Staff Enterprise Agreement.

If a casual academic staff member has obtained a doctoral qualification or is performing full course coordination, they are eligible to be paid at a higher rate for tutoring, marking, clinical facilitation and other required academic activity as outlined in Schedule 3 – Academic Staff Salary Rates of the Academic Staff Enterprise Agreement. To ensure they receive the correct rate of pay, casual staff should:

- With doctoral qualifications – notify their Convenor/Head of Element and upload evidence of their doctoral qualification to the Staff Portal as soon as practicable when commencing work for the University or after conferral of their qualification.
- When conducting full subject coordination - ensure the course profile reflects their role as Course Coordinator. If the Course Convenor is incorrect, email your supervisor to advise change of Convenor.

Schedule 3 of the Academic Staff Enterprise Agreement details the casual research only appointment hourly rates. These research rates should not be used for any teaching activities. To ensure the correct hourly rate is applied, casual staff should discuss their appointment with their supervisor should their qualifications, or the nature of their responsibilities from their existing position description, change during the period of their engagement.

## 4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Base Rate of Pay** means the hourly rate of pay according to the staff members position excluding any casual loading or allowances.

**Head of Element** means the head of your organisational area such as a Head of School or Director.

**Timesheet** means the electronic timesheet that records rostered hours of work, activities worked, and overtime, and is available within the Staff Portal.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 5.0 Information

Title	Casual Staff Time Recording Procedure
Document number	2023/0001061
Purpose	This procedure outlines the University's requirements for casual professional and casual academic staff to record their hours of work or work allocation to enable the correct payment of wages in accordance with the relevant Enterprise Agreement.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 8: Decent Work and Economic Growth
Approval date	10 June 2023
Effective date	16 August 2023
Review date	2024
Policy advisor	Provost
Approving authority	Vice Chancellor

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Enterprise Agreements</a>
Policy	N/A

Procedures N/A

---

Local Protocol N/A

---

Forms N/A

---