

ADDITIONAL APPOINTMENTS AND DUTIES PROCEDURE

SCOPE

This procedure applies to all employees at the Australian campuses of the University ('us', 'our' or 'we'), herein collectively referred to as 'you' for the purpose of this procedure.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

The procedure is designed to enhance flexibility in the forms and mix of employment arrangements within the University by facilitating offers to employees with existing substantive appointments to undertake additional appointments and/or duties.

In all instances where employees are to undertake additional appointments and/or duties under the terms of this procedure, all required documentation must be completed and authorised prior to the commencement of such appointments and/or duties.

1. Additional appointments

Additional sessional academic appointments

- 1.1 If you have an existing substantive appointment, you may only engage in an additional academic appointment on a sessional basis. You may be offered an additional sessional appointment to undertake academic duties as described in the relevant Enterprise Agreement where those duties are either unrelated to or identifiably separate from the normal duties of your existing substantive appointment. Where those duties are not unrelated or identifiably separate, they may be performed by you either working overtime (professional employees only) or additional hours.
- 1.2 Any acceptance of an offer of additional sessional academic appointment must have the prior approval and authorisation of your current supervisor. Approval may be granted where the additional appointment will not:
 - create a conflict of interest for you in your existing substantive appointment;
 - adversely affect your performance in your existing substantive appointment;
 - impose an unreasonable workload inconsistent with your continued health and safety; or
 - be undertaken during the normal working hours of your existing substantive appointment.
- 1.3 Where an additional sessional academic appointment entails four (4) contact hours or less of sessional work per week, the appointment will be presumed not to adversely affect your performance in your existing substantive appointment or to impose an unreasonable workload inconsistent with your continued health and safety.
- 1.4 Offers of additional appointments entailing more than four (4) contact hours of sessional work per week may also be approved for acceptance, but are subject to the endorsement of the relevant Group Manager, HR Business Partnering. Any endorsement of the Group Manager, HR Business Partnering will be based on consideration of a detailed written submission in support from you and your supervisor.
- 1.5 Where you make a valid acceptance of an additional sessional academic appointment offer, two separate and distinct appointments will exist for you – your original substantive appointment and the additional sessional academic appointment. The terms and conditions that apply to sessional employees will apply equally when you perform your duties under the additional sessional academic appointment. Whilst you will be paid the appropriate salary for your substantive appointment, the appropriate sessional salary rate will be paid for work performed under the additional sessional academic appointment. You will not be entitled to any other payment, such as overtime, nor any other entitlements, such as leave, for work performed under the additional sessional academic appointment.

- 1.6 For additional sessional academic appointment examples, refer to [Examples of Additional Appointments or Duties](#).

Applying for additional sessional academic appointments

- 1.7 Prior to you performing duties under an additional sessional academic appointment, an employment contract for the additional appointment must be generated, authorised and offered via the Rex system and accepted by you. Authorisation will be requested from the primary organisational unit.
- 1.8 Payment for duties performed under the additional sessional academic appointment will be on the basis of the [Timesheet \[Online\]](#) submitted. In accordance with our relevant workplace agreements, sessional academic employees are entitled to be paid within 22 days of submitting a completed valid claim for payment.

Additional non-sessional appointments

- 1.9 Most offers of additional appointment will be in the nature of additional sessional academic appointments. However, consideration will also be given to the approval of offers of additional non-sessional appointments. If you are a professional employee, non-sessional appointments must be made at the same classification level as your substantive position.
- 1.10 Application for approval of an offer of additional non-sessional appointment may be made by lodgement of a detailed written submission in support by you and your current supervisor to the relevant Group Manager, HR Business Partnering. Approval of an offer of additional non-sessional appointment will be at the discretion of the Group Manager, HR Business Partnering and any approval granted will be on a case-by-case basis.
- 1.11 For approval to be granted, the Group Manager, HR Business Partnering will need to be satisfied that the additional appointment will not:
- create a conflict of interest for you in your existing substantive appointment;
 - adversely affect your performance in your existing substantive appointment;
 - impose an unreasonable workload inconsistent with your continued health and safety; or
 - be undertaken during the normal working hours of your existing substantive appointment.
- 1.12 In addition, the Group Manager, HR Business Partnering, in consultation with Workplace Relations (Monash HR), must be satisfied that the additional appointment will not prejudice the capacity of us to meet our various employment obligations to you. This includes our external obligations regarding superannuation contributions and income tax deductions, as well as its various workplace agreement obligations such as leave accruals, allowance and overtime payments, and access to incremental advancement.

2. Additional duties

- 2.1 Where you perform extra duties within your substantive appointment, such duties will either be undertaken within your normal working hours or as additional hours or, where applicable, overtime. Where extra duties are to be performed outside the scope of your substantive appointment and the option of an additional appointment is unavailable, this procedure will cover the performance of such duties (except where the payment of a higher duties allowance applies). Those duties will be referred to as additional duties.
- 2.2 All categories of employees are eligible to undertake additional duties in accordance with the terms of this procedure, excepting employees with an existing substantive appointment as a sessional academic employee. If you have an existing appointment as a sessional academic employee, the performance of additional duties will be in accordance with the additional appointments procedure outlined above. Where the additional duties to be performed by you are either full-time or part-time, your substantive appointment will be converted from sessional to full-time or part-time accordingly.
- 2.3 If you are undertaking additional duties in accordance with the terms of this procedure, you continue to retain a single contract of employment with us.

Additional duties for part-time employees

- 2.4 If you are a part-time academic, professional or trades and services employee, any acceptance of an offer of additional duties must have the prior approval of your current supervisor. Approval may be granted where the additional duties will not:
- create a conflict of interest for you in your existing substantive appointment;
 - adversely affect your performance in your existing substantive appointment;
 - impose an unreasonable workload inconsistent with your continued health and safety;
 - be undertaken during the normal working hours of your existing substantive appointment;
 - cause your combined fraction of employment to exceed 100%;
 - be paid at a salary rate other than that applying to your existing substantive part-time appointment; or
 - result in you performing duties which do not correspond with your substantive appointment as either an academic employee, a professional employee, or a trades and services employee.
- 2.5 Where you are a part-time employee and you make a valid acceptance of an additional duties offer, you will be paid the applicable rate for the work undertaken. Where the additional duties are ongoing, your contract of employment will be varied to reflect your combined fraction of employment.

- 2.6 For examples of additional duties for part-time employees, refer to [Examples of Additional Appointments or Duties](#).

Procedures for part-time employees undertaking additional duties

- 2.7 If you are undertaking the additional duties in another cost centre(s), the relevant Group Manager/s, HR Business Partnering /s, in consultation with the Heads of each Department or supervisors, must finalise the proposed arrangement and secure the agreement of all parties, including the proportions of your duties shared across the cost centres. The Group Manager, HR Business Partnering must ensure that your substantive appointment is altered to reflect the additional duties undertaken (e.g. fraction 0.5 changed to fraction 0.7). Your category of employment, classification and salary will remain the same for all time worked.
- 2.8 The Group Manager, HR Business Partnering must record the agreed arrangement (including any properly authorised split-costing arrangement) in a memo and ensure that the memo is provided to Monash HR for payroll processing and filing on your personnel file.

Additional duties for full-time employees

Employees HEW Level 7 or below

- 2.9 If you are a full-time professional or trades and services employee at HEW level 7 or below, any acceptance of an offer of additional duties must have the prior approval of your current supervisor. Approval may be granted where the additional duties will not:
- create a conflict of interest for you in your existing substantive appointment;
 - adversely affect your performance in your existing substantive appointment;
 - impose an unreasonable workload inconsistent with your continued health and safety;
 - be undertaken during the normal working hours of your existing substantive appointment;
 - be paid on the basis of a salary rate other than that applying to your existing substantive appointment; or
 - result in you performing duties which do not correspond with your substantive appointment as either a professional employee or a trades and services employee.
- 2.10 Where you are a full-time HEW level 7 or below employee and you make a valid acceptance of an additional duties offer, you will be entitled to payment of overtime at the salary rate applying to your substantive appointment for such additional duties if performed outside ordinary hours.
- 2.11 For an example of additional duties for a full-time employee at HEW level 7 or below, refer to [Examples of Additional Appointments or Duties](#).

Applying for additional duties for full-time employees HEW level 7 or below

- 2.12 If the additional duties are undertaken in more than one cost centre, the relevant Group Manager/s, HR Business Partnering, in consultation with the Heads of each Department or supervisors, must finalise the proposed arrangement and secure the agreement of all parties. Payments will be charged to the cost centre in which the additional duties are undertaken, but each cost centre (if more than one) must have authorised this payment. The details of overtime are to be provided by you on the relevant overtime timesheet.

Employees HEW Level 8 or above

- 2.13 The approval requirements for offers of additional duties to full-time HEW level 7 or below employees apply equally to offers of additional duties to you if you are a full-time professional or trades and services employee at HEW level 8 or above. Provided that if you are a HEW level 8 or above employee you are ineligible for payment of overtime and therefore have no entitlement to payment for additional duties undertaken. However, you will be entitled to time off in lieu of the period of additional duties worked in accordance with [clause 79.10](#) of the Enterprise Agreement.

Academic employees

- 2.14 The approval requirements for offers of additional duties to full-time HEW level 7 or below employees apply equally to offers of additional duties to you if you are a full-time academic employee. If you are an academic employee, you are not entitled to overtime but may be paid an above-engagement profile payment for the additional duties.

Additional duties for casual employees

- 2.15 If you are a casual professional or trades and services employee, any acceptance of an offer of additional duties must have the prior approval of your current supervisor. Approval may be granted where the additional duties will not:
- entail duties other than casual professional employee or casual trades and services employee duties;
 - create a conflict of interest for you in your existing casual appointment;
 - adversely affect your performance in your existing casual appointment;
 - impose an unreasonable workload inconsistent with your continued health and safety;
 - be paid at a casual rate other than applying to your existing casual appointment; or
 - result in you performing duties which do not correspond with your substantive appointment as either a casual professional employee or a casual trades and services employee.

- 2.16 For an example of additional duties for a casual employee, refer to [Examples of Additional Appointments or Duties](#).

Applying for additional duties for a casual employee

- 2.17 If the additional duties are undertaken in another cost centre, the relevant Group Manager, HR Business Partnering, in consultation with the Heads of each Department or supervisors, must finalise the proposed arrangement and secure the agreement of all parties. Payments will be charged to the cost centre in which the additional duties are undertaken, but each cost centre (if more than one) must have authorised this payment.
- 2.18 A new casual employment contract must be generated, authorised and offered via the Rex system and accepted by you.
- 2.19 You also need to complete the applicable timesheet in order to receive payment for additional duties performed.

3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Enterprise Agreement	<p>The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> • Clause 26 - Payment of Salaries and Deductions • Clause 79 - Overtime and Time Off in Lieu • Schedule 3 Teaching Associate Sessional Rates Descriptors <p>Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 45 Overtime <p>Monash University Enterprise Agreement (Trades and Services staff [Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff] 2005)</p> <ul style="list-style-type: none"> • Clause 36 Overtime
Group Manager, HR Business Partnering	A leader within Monash HR who provides strategic guidance to a portfolio of client groups across key aspects that relate to organisational and HR strategy.
Rex	Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash employees and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.
Sessional appointment	An appointment to an academic Teaching Associate position to undertake a single or specific number of sessions related to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service, undergraduate clinical nurse education or other required academic activity. For the purposes of this procedure, an appointment as a casual academic Research Assistant will be regarded as a sessional academic appointment.
Substantive appointment	<p>An employee's appointment under their contract of employment with the University as either:</p> <ul style="list-style-type: none"> • a full-time, part-time, sessional, or casual academic employee; • a full-time, part-time, or casual professional employee; or • a full-time, part-time, or casual trades and services employee.
Supervisor	The person who is responsible for the supervision of employee(s) and in most cases this will be the immediate line manager.

GOVERNANCE

Parent policy	Recruitment and appointment
Associated procedures	<ul style="list-style-type: none"> • Employment conditions • Equal opportunity • Ethics Statement • Integrity and respect • Leave and wellbeing • Pay, benefits and entitlements • Probation, performance and promotion
Supporting procedures	<ul style="list-style-type: none"> • Direct appointments • Casual and sessional appointment • Fixed-term and continuing staff • Level E appointments
Supporting documents	<ul style="list-style-type: none"> • Timesheets [Online] • Examples of Additional Appointments or Duties • Work schedule and change of fraction (academic and professional staff) [Online] • Work schedule and change to fraction (trades & services staff)
Legislation mandating compliance	N/A
Responsibility for implementation	N/A
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