

# CASUAL AND SESSIONAL APPOINTMENT PROCEDURE

## SCOPE

This procedure applies to the appointment of all casual and sessional staff to the University's Australian campuses.

## PROCEDURE STATEMENT

This procedure outlines the process for appointing casual and sessional staff.

### 1. Identify a need for casual/sessional employment

- 1.1 Casual staff can be appointed to perform non-academic work that is ad hoc or short term in nature. Casual appointments can be offered for a maximum duration of 16 weeks unless the appointee is hired as an invigilator, is a current Monash student or is engaged on external research funds. In these cases, a casual appointment of up to 12 months may be offered.
- 1.2 Sessional staff (including casual academic research assistants) can be appointed to perform academic session-based activities (e.g. semester based teaching) and can be employed for a maximum duration of 12 months.
- 1.3 In accordance with [clause 70.1](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019, casual professional and sessional staff are not expected to work offshore.
- 1.4 When there is a need to engage a casual or sessional staff member, the business user (herein referred to as 'you') will:
  - ensure that the position has been established by the head of unit;
  - confirm that funding is available; and
  - identify whether a [working with children check](#), [finance check](#) or [police records check](#) is required for the position.
- 1.5 For casual positions at HEW levels 8, 9 and 10, please contact your HR Business Partner to discuss whether a casual appointment is the most appropriate mode of employment.

### 2. Identify an appointee

- 2.1 If you have not identified a suitable candidate for the position, please contact your HR Business Partner for advice regarding an appropriate selection process.
- 2.2 If you have already identified a candidate for the position, you must:
  - ensure they have the necessary qualifications or deemed equivalence required for the role;
  - confirm whether they are currently employed by Monash\* or by any other organisations;
  - ensure they identify any potential, perceived or actual [conflict of interest](#);
  - advise them if any employment checks are required (e.g. working with children check); and
  - ensure reference checks are completed.

\* If the appointee is already employed by Monash, additional casual or sessional employment may only be offered in accordance with the [additional appointments and duties procedure](#).
- 2.3 You should have a preliminary conversation with the appointee to ascertain whether they have the right to work in Australia and whether any restrictions apply.
- 2.4 If the appointee is a student enrolled in a doctoral, MPhil or research masters degree, they may only be offered paid employment within the circumstances outlined in the [relevant handbook](#). Restrictions also apply to students receiving a [scholarship](#). You are responsible for checking whether the appointment conflicts with the terms and conditions of the candidature and/or scholarship.

## TEQSA requirements

- 2.5 For positions that involve teaching, staff require a qualification at least one [Australian Qualifications Framework \(AQF\) level](#) higher than the program being taught, or equivalent relevant academic and professional or practice-based experience and expertise. Where the appointee does not hold the appropriate AQF qualification, the hiring manager must consider a range of matters when determining equivalent experience, including (but not limited to):
- the extent to which their professional experience demonstrates their specific knowledge and skills, and their capacity to establish the learning outcomes required of the relevant AQF level;
  - the length of time they have spent working in a relevant profession and their leadership and achievements in that field;
  - alternative training and/or qualifications and/or awards that demonstrate their leadership or expertise in the field of education.
- 2.6 Further guidance on determining equivalent experience is contained in the [teaching and research descriptors](#) for academic staff and the relevant [faculty framework](#) for assessing equivalence.

## 3. Submit job request

- 3.1 Once you have identified a suitable candidate, you must lodge the job request in [Rex](#).
- 3.2 Please use the [casual/sessional job requests companion guide](#) for assistance with submitting the request.

## 4. Monash HR processes job request

- 4.1 Monash HR will:
- review the information provided in the job request;
  - advise you of any restrictions or senior managerial directives regarding casual or sessional employment;
  - invite the candidate to register where they do not already have a Rex profile;
  - ask the appointee to provide certified copies of Australian working right documentation;
  - confirm that any qualification requirements are met and/or ensure that the hiring manager has assessed and recorded deemed equivalence for the required AQF qualification level;
  - ask the candidate to complete any required employment checks (e.g. working with children check, finance check); and
  - review the outcome of any employment check results and where required, consult the HR Business Partner and/or Workplace Relations.

## 5. Approval process

- 5.1 Once Monash HR have finalised and approved the details of the job, the completed job request will be forwarded electronically via Rex to the relevant approvers. Although the required approvals may vary between faculty/division, the head of unit is required to approve all casual/sessional appointments. The following table summarises the approvals that are required:

Appointment type	Approval required
All sessional appointments and casual appointments levels 1-9	Head of Unit
Casual appointments level 10	<ul style="list-style-type: none"><li>• Head of Unit</li><li>• Chief Operating Officer and Senior Vice-President</li><li>• Director, Recruitment, Remuneration and Global Mobility</li></ul>

**Note:** The functional head may also be required to approve casual appointments relevant to their professional function.

## 6. Monash HR sends offer

- 6.1 Once the job has been approved and the appointee has provided all the required documentation, Monash HR will send a statement of terms of engagement to the appointee.
- 6.2 The appointee must accept the terms of engagement before beginning their duties as a casual/sessional staff member.

## 7. Payment for work

- 7.1 Casual and sessional appointees are required to complete [timesheets](#) in order to receive payment for work they have performed. Refer to the [Salaries, Allowances and Loadings Procedure](#) for further details on this process.

## 8. Maintaining recruitment records

8.1 Recruitment records are handled in the following manner:

- all recruitment materials, including, interview forms, notes and referee reports must be stored confidentially
- records relating to successful candidates must be retained for two years
- records relating to the unsuccessful candidates must be securely destroyed after six months
- qualifications or equivalent academic and/or professional experience may be recorded electronically.

8.2 All documentation, including written notes can be subject to a Freedom of Information application.

8.3 Information relating to the recruitment activity should not be included on the staff members personnel file.

## 9. Breach of procedure

9.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

## DEFINITIONS

<b>Achievement relative to opportunity</b>	<p>An evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available to the staff member. This in turn allows appropriate evaluation of achievements in relation to:</p> <ul style="list-style-type: none"><li>• the quantum or rate of productivity,</li><li>• the opportunity to participate in certain types of activities, and</li><li>• the consistency of activities or output over the period of consideration.</li></ul> <p>Achievement relative to opportunity is a positive acknowledgement of what a person can and has achieved given the opportunities available and is not about providing “special consideration” or expecting lesser standards of performance.</p>
<b>Business user</b>	<p>The hiring manager, supervisor or administrator who is responsible for filling a casual or sessional vacancy and has access to create a casual/sessional Job Request in Rex. For sessional appointments, the business user may be the administrator/s within the faculty who is/are responsible for coordinating the sessional activities within the particular area.</p>
<b>Casual staff</b>	<p>Are non-academic or professional staff who are engaged by and paid by the hour where the nature of the work is ad hoc or short term in nature and where flexibility to vary hours or modify employment is required (for example to cover leave absences or provide assistance for additional, seasonal or special project type work).</p>
<b>Functional head</b>	<p>Usually the Executive Director of a particular administrative function who has the responsibility for approving professional staff positions where the primary professional function of the role falls within their administrative portfolio (e.g. the Chief Human Resources Officer is the Functional Head for all HR activities at the University and approves all professional staff roles that primarily perform an HR-related role).</p>
<b>Head of Unit</b>	<p>A head of an academic or organisational work unit, for example head of school, head of department or where applicable, a person acting as their nominee.</p>
<b>HR Business Partner</b>	<p>A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.</p>
<b>Job request</b>	<p>The screen in Rex where all necessary information relating to a particular position is recorded.</p>
<b>Rex</b>	<p>Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.</p>

Sessional staff	Are academic teaching associates who are appointed 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 appointment.
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## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Additional appointments and duties</a></li> <li>• <a href="#">Adjunct appointments</a></li> <li>• <a href="#">Direct appointments</a></li> <li>• <a href="#">Employment checks</a></li> <li>• <a href="#">Recruitment of fixed-term and continuing staff</a></li> <li>• <a href="#">Recruitment of temporary staff</a></li> <li>• <a href="#">Working with children checks</a></li> </ul>
Related legislation	
Category	Operational
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 18 October 2018
Endorsement	Director, Workplace Relations - 18 October 2018
Procedure owner	Director, HR Services and Analytics
Date effective	18 October 2018
Review date	18 October 2021
Version	7.2 (minor amendments effective on 22 November 2021)
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400