## VARIATION TO EMPLOYMENT AGREEMENT FORM - RESEARCH

Please complete and forward to
Human Resources Branch, Division of Services and Resources

This form is to be used to vary a staff member’s Employment Agreement to allocate to them a workload of between 61-90% in research, scholarship and creative activity.

### SECTION 1: STAFF MEMBER DETAILS

| Staff ID: | ........................................ |
| School/Branch: | .................................................................. |
| Title: | .................. |
| Family name: | ................................ |
| Given names (in full): | ................................ |

### SECTION 2: UNIVERSITY’S AUTHORISATION TO VARY STAFF MEMBER’S EMPLOYMENT AGREEMENT

**Head of School’s Recommendation**

I recommend the offer of a variation to the staff member’s Employment Agreement as stipulated in section 3 of this form.

If accepted by the staff member, the variation will take effect from ........................................

**dd/mm/yyyy**

**Head of School**

Name: .................................................................

Signature: ........................................... Date: ............................................

**Executive Dean’s Authorisation**

Name: .................................................................

Signature: ........................................... Date: ............................................

### SECTION 3: STAFF MEMBER’S ACCEPTANCE OF VARIATION TO EMPLOYMENT AGREEMENT

1. By signing this form, you agree to a variation of the terms of your Employment Agreement.
2. All other terms and conditions of your Employment Agreement remain unchanged.
3. This variation is made under clause 5.4.5(f) of the University of Adelaide Enterprise Agreement 2014 – 2018 (the ‘EA’).
4. You agree to a workload allocation of between 61 – 90% in research, scholarship and creative activity which is outside the band outlined in clause 5.4.5(c) of the EA.
5. Your workload will be allocated by the University at least annually and may vary within the specified band over the course of your employment.
6. You are eligible to apply for promotion according to the standard process stipulated in clause 5.3 of the EA.
7. You agree with this variation to your Employment Agreement taking effect from the date stipulated by your Head of School in section 2 of this form.

**I accept this variation to my Employment Agreement.**

Name: .................................................................

Signature: ........................................... Date: ............................................

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**Warning**

Hard copies of this document are considered uncontrolled. Please refer to the HR website for the latest version.
**PROCESSING INSTRUCTIONS FOR THE SCHOOL**

The School is to provide a completed, approved and accepted copy of this form to the staff member.

The School is to forward a completed, approved and accepted copy of this form to Human Resources; located at Level 3, Rundle Mall Plaza, 50 Rundle Mall Adelaide SA 5000 or electronically to hrservicecentre@adelaide.edu.au.

**OFFICE USE ONLY**

Pay period from which variation to staff member’s Employment Agreement becomes effective: ………………………

Date processed: …………………………….. Signature……………………………………

**FURTHER ASSISTANCE FOR STAFF:**

Please contact the HR Service Centre on hrservicecentre@adelaide.edu.au or 8313 1111 if you have any queries in relation to the content of this form.