### LOCAL AREA INDUCTION TEMPLATE – CASUAL STAFF, ACADEMIC AND PROFESSIONAL

#### Stage 1 - Before the Casual Staff Member Commences

| Name: .......................................................... | Supervisor: .......................................................... |
| School/Branch: .......................................................... | Commencement Date: .......................................................... |

**DATE**

**CORPORATE REQUIREMENTS**

Ensure you, as the supervisor, have read and understood Clause 3.11 of the University of Adelaide Enterprise Agreement 2014 – 2017 — Casual Employment. ([http://www.adelaide.edu.au/hr/handbook/enterprise-agreement/](http://www.adelaide.edu.au/hr/handbook/enterprise-agreement/))

- Contact the new casual staff member and discuss arrangements for first day (eg location, time to arrive, report to). Explain that the casual is required to accept their casual contract online PRIOR TO THEIR COMMENCEMENT DATE and enter data regarding emergency contacts, bank account details and TFN information. Advise that their offer of casual employment will be sent from donotreply@adelaide.edu.au and they should check their spam folder if they have not received their offer as expected.

- Arrange a work station/office and stationery

  - If you would like the new casual staff member to have building access, shared network folder access, University desk phone service, University computer service, University mobile phone service on the day they commence, you will need to complete a New Starter Request. ([http://www.adelaide.edu.au/hr/systems/new-starter/](http://www.adelaide.edu.au/hr/systems/new-starter/))

- Prepare tasks for first day/week (e.g. schedule meetings, if appropriate)

- Notify staff in the relevant area to signal that there will be a new casual staff member

- Consider if the new casual staff member is to be engaged for a period of more than 4 weeks. If so, you will need to schedule time for the staff member to complete the online induction courses, including:
  - University Health, Safety and Wellbeing Induction ([http://www.adelaide.edu.au/hr/hsw/training/](http://www.adelaide.edu.au/hr/hsw/training/))
  - Copyright course* ([https://login.adelaide.edu.au/cas/login?service=https%3A%2F%2Fmyuni.adelaide.edu.au%2Fwebapps%2Fbb auth-provider-cas bb_bb60%2Fexecute%2FcasLogin%3Fcmd%3Dlogin%26authProviderId%3D%26redirectUrl%3Dhttps%253A%252F%252Fmyuni.adelaide.edu.au%252Fwebapps%252Fportal%252Fexecute%252FdefaultTab%26sessionld%25ForLogout%253D53FE9091738AB17A2D443DA969B10E21)](https://login.adelaide.edu.au/cas/login?service=https%3A%2F%2Fmyuni.adelaide.edu.au%2Fwebapps%2Fbb auth-provider-cas bb_bb60%2Fexecute%2FcasLogin%3Fcmd%3Dlogin%26authProviderId%3D%26redirectUrl%3Dhttps%253A%252F%252Fmyuni.adelaide.edu.au%252Fwebapps%252Fportal%252Fexecute%252FdefaultTab%26sessionld%25ForLogout%253D53FE9091738AB17A2D443DA969B10E21))

  If the engagement is less than 4 weeks full-time equivalent then a modified induction can be provided that is commensurate with the appointee’s on-the-job exposure to hazards or risks and their level of responsibility. You will need to ensure the casual staff member is aware of the following information upon commencement:

  - Workers Compensation Cover all casual staff are covered
  - All accidents should be reported (via an Accident/Incident Reporting and Investigation Form (Yellow Card))
  - Any job specific or location specific hazards to be aware of (including restricted access); provide casual staff member with safe work instructions where applicable.

If the University has previously employed the staff member casually, you will need to provide the casual staff member with an induction that is appropriately detailed, commensurate to their level of knowledge and ensuring the Corporate Requirements are met.

* Required for new Level A academic staff in a teaching role and new academic staff Level B and above.
**Induction tips for stage 1 of Casual Staff Induction**

*(please add any other possible requirements specific to your area here)*

- Arrange for the addition of the casual staff member’s name to the internal telephone directory (http://www.adelaide.edu.au/phonebook/amendments.html) and school/branch noticeboard (if appropriate)
- Arrange for building access through a ‘visitor’s card’ if applicable (provided by local area)
- Organise ‘meet and greet’ session (e.g. morning tea)
- Set up appointments with key staff and arrange a “buddy” if applicable
- Email school/branch staff to inform them that a new casual staff member will be commencing
- Follow up with Casual staff member prior to their commencement if they have not yet accepted their contract.

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### Stage 2 – Upon Commencement

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|      | - Welcome the new casual staff member, introduce them to colleagues and give them a tour of the workplace (including print/utility area, phone, toilets, tea room, first aid location)
|      | - Discuss the new casual staff member’s role
|      | - Refer the casual to Unified. Ensure the casual staff member knows whether they are required to complete their Casual Timesheet through CASPA online, via Unified (https://unified.adelaide.edu.au/web/unified/home)
|      | - Refer the casual to the CASPA toolkit (http://www.adelaide.edu.au/hr/systems/caspa/) for information. Ensure the casual is aware of the online tools available for submitting casual timesheets (if required):
|      |   - Create a timesheet (http://www.adelaide.edu.au/technology/training/online/caspa/) if required
|      |   - Update a saved timesheet (http://www.adelaide.edu.au/technology/training/online/caspa/)
|      |   - Guides (http://www.adelaide.edu.au/hr/systems/caspa/) for Casual Staff
|      | - Explain to the casual the browser issues they may face when using online systems:
|      |   - Firefox is the recommended browser for CASPA. It is recommended that they set this as their default browser.
|      |   - Clearing temporary internet history
|      |   - Allowing Pop-Ups
|      |   - Setting default browsers
|      |   - Help guides for these can be found on the ITS website:
|      |     - Windows (http://www.adelaide.edu.au/technology/selfhelp/win/staff/)
|      |     - Apple Mac (http://www.adelaide.edu.au/technology/selfhelp/osx/staff/)
|      | - Explain the casual Timesheet Submission and Validation Timeframes (http://www.adelaide.edu.au/hr/systems/caspa/). Explain when the casual staff member can expect to be paid for completed work (2 weeks in arrears) and that the staff member is paid only for **hours worked**.
|      | - Discuss Health, Safety and Wellbeing matters (highlight emergency exits and procedures). Introduce the Health and Safety Officer, Health and Safety Representatives, Emergency Warden and First Aid Officer.
|      | - Discuss behavioural expectations (including confidentiality) and the University Code of Conduct (http://www.adelaide.edu.au/hr/handbook/behaviour-conduct/conduct) and Behaviour and Conduct Policy (http://www.adelaide.edu.au/policies/3863/) and Fair Treatment Procedure (http://www.adelaide.edu.au/hr/handbook/behaviour-conduct/treatment/).
|      | - Discuss immediate tasks, including clarification of duties and any available resources (laboratory, administrative).
|      | - Direct the new staff member to the Induction website (http://www.adelaide.edu.au/hr/development/induction), including HSW, EO online and Copyright* courses (for casual staff who work for a minimum of 20 hours in total or 4 weeks).
|      | - View Staff Services Online (SSO) (http://www.sso.adelaide.edu.au) (Note: In order for the Staff Member to view their payslip online, they will need to set up their password at Card Services (Level 3, Hub Central) after they have received their first pay (casual staff are not provided with staff cards). If the casual staff member wishes to setup pay distribution instructions, they will have to set this up through Staff Services Online. This will need to be done 1 week before pay day in order for it to take effect.

* Required for new Level A academic staff in a teaching role and new academic staff Level B and above.
CASUAL ACADEMIC STAFF REQUIREMENTS AND LOCAL INFORMATION

- Discuss MyUni – online course information and the all-student email list for each course
- Discuss semester dates, teaching timetables and other key dates in the academic year
- Outline teaching and course/program coordination duties, teaching load, associated administrative duties and expectations
- Discuss room booking procedures and introduce the local timetabling officer

Discuss the Conflict of Interest Procedure (http://www.adelaide.edu.au/hr/handbook/behaviour-conduct/conflict/)(if required)

Induction tips for stage 2 of Casual Staff Induction
(please add any other possible requirements specific to your area here)

- Explain the local organisational structure and any other relevant local information
- Ensure your new casual staff member has the correct University templates for documentation (http://www.adelaide.edu.au/brand/)
- Explain local mail system, fax/photocopying procedures, University web site
- Discuss training needs (e.g. finance, PeopleSoft, systems training, Word, Excel)
- Discuss budget issues as they relate to the new casual staff member’s position (e.g. petty cash, account codes)
- There is a wide range of University Policies & Procedures (http://www.adelaide.edu.au/policies/) of which your casual staff member should be aware. Consider which policies are relevant to the new casual staff member.
- Invite to staff/area meetings
- Discuss record management procedures

NOTES (Include any other induction information you want to be documented)

ACKNOWLEDGEMENT OF INDUCTION

Signatures:

Supervisor: ...........................................................................................................

Casual Staff Member: .........................................................................................

This document is to be kept locally; please do not send to Human Resources.

Please contact the HR Service Centre 831 31111 or complete the HR online enquiry form https://www.adelaide.edu.au/hr/about/service-centre/enquiry/ if you require further assistance.