

Casual English Language Teacher Minimum Engagement Information Sheet

Purpose

The purpose of this information sheet is to:

- provide guidance on the minimum engagement rules for casual English Language Teachers (ELTs), as amended by the [University of Adelaide Enterprise Agreement 2023 – 2025](#) (Enterprise Agreement).
- provide advice to managers on how to manage staff who fail to follow a reasonable direction to work a minimum of two (2) hours on a day.

Q1. What has changed in the Enterprise Agreement?

The University as provided several undertakings to the Fair Work Commission as part of the approval process of the new Enterprise Agreement. One of these undertakings requires the University to pay higher rates of pay when a casual ELT works less than two (2) hours in a single day.

Q2. What happens if a casual ELT works less than 2 hours in a day?

If a casual ELT staff member works for less than two (2) hours of work on a single day, they will be paid for two (2) hours of work at the non-teaching rate of pay.

Q3. Do the hours of work have to be worked back-to-back?

No, the hours do not need to be consecutive. The staff member – can perform two (2) hours of work over the course of an entire day, regardless of whether those hours are back-to-back.

A “day” in this case is a reference to a 24-hour day.

Q4. Can supervisors and managers schedule work to ensure casual ELT staff are working at least 2 hours in a day?

Yes. In order to satisfy the 2-hour engagement requirement, supervisors and managers should try to schedule work for casual ELT staff so that they are performing at least two (2) hours of non-teaching duties in the day or schedule non-teaching duties on the same day as other activities, such as teaching.

As a general rule, work should be performed when and where the University requests and schedules work to be performed – not a time determined by, or convenient to, the staff member.

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Q5. If a casual staff member has claimed an hour of work, despite being directed to work at least two (2) hours on the day, do they still get paid the higher rate?

Yes, they will still get paid the higher rate.

Informal counselling or a formal, written, direction may need to be considered to reinforce the expectation and in future additional supervision, reporting or monitoring may also be considered.

As a general rule, work should be performed when and where the University requests and schedules work to be performed – not a time determined by, or convenient to, the staff member.

Failure to follow a reasonable direction to perform work in a particular manner is a serious matter, and in certain circumstances a failure to follow such a direction may provide grounds for employment to be terminated in accordance with clause 3.11.1.2 of the University's Enterprise Agreement.

Supervisors and managers should contact their local [HR Advisor](#) if they require advice on casual ELT staff generally, or have specific concerns about the way a casual staff member is performing their work.

Q6. Do the 2 hours of work have to be performed under the same Work Schedule?

No, if a casual ELT staff member also has a professional Work Schedule and works a total of at least two 2 hours in a day over all of those contracts, they have met the two (2) hour minimum and will be paid as usual under Schedule 5 of the Enterprise Agreement.

Q7. I am a casual ELT – do I need to fill in my timesheet differently?

No, if you are a casual ELT staff member you can continue to fill in your time sheet as normal. The payroll system will identify where less than two 2 hours on the day has been worked and pay the appropriate rates.

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