

Casual Minimum Engagement Information Sheet

The [University of Adelaide Enterprise Agreement 2023 – 2025](#) has new minimum engagement rules that apply to casual staff as a result of undertakings required by the Fair Work Commission.

Casual staff must be engaged or paid for certain minimum periods on the days that they work for the University. A summary of the minimum engagement provisions are set out below:

Category	Minimum Engagement	Notes
1 Casual academic staff	An aggregate of two (2) hours per day – higher rates apply.	<p>The two (2) hour period is a daily minimum, not a consecutive minimum and includes delivery and additional hours, preparation and associated working time as provided for in Schedule 2 of the Enterprise Agreement.</p> <p>Staff members who work less than two (2) hours per day will be entitled to a higher flat rate of pay. These rates are set out in the table below.</p>
2 Casual professional staff	Three (3) hours per attendance, unless category 3 or 4 applies.	<p>Each separate attendance attracts a minimum engagement of three (3) hours; therefore, more than one minimum engagement period may apply in a single day.</p> <p>Casual staff can take an unpaid break of up to one (1) hour within a single attendance without this creating a separate attendance.</p>
3 Casual professional staff who are students Provided that: a) They are on campus (either as a student or working elsewhere for the University); and b) The total period of time on campus is 3 hours over the day	One (1) hour per day	<p>If the student is not present on campus for at least three (3) hours on the day, then they are subject to the same engagement rules that apply to Casual Professional staff under Category 2.</p> <p>Time on campus includes time as a student as well as time working elsewhere for the University.</p> <p>Time as a student includes any activities connected to being a student which may include (but is not limited to) attending lectures, tutorials, seminars, studying and research.</p>
4 Casual professional staff who are working elsewhere on the day Provided that: a) They are on campus performing work; and b) The total period performing work on campus is 3 hours over the day	One (1) hour per day	<p>If the staff member is not present on campus for at least three (3) hours in a day, then they are subject to the same minimum engagement rules that apply to Casual Professional staff under Category 2.</p>

Title	Casual Minimum Engagement Information Sheet	Effective Date:	25 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	25 September 2025	Page 1 of 3

Human Resources

Casual Minimum Engagement

5	Casual English Language Teachers	An aggregate of two (2) hours per day.	The two (2) hour engagement period is a daily minimum, not a consecutive minimum and includes teaching as well as the preparation and associated working time included in the casual teaching pay rate as provided for in Schedule 5 of the Enterprise Agreement.
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Please note: while the wording of clause 3.11.3.4 and 3.11.3.5 of the University's Enterprise Agreement still refers to casual professional staff being able to mutually agree to attendances of less than 3 hours. As a result of the undertaking, the University can no longer mutually agree to attendances of less than 3 hours. Please refer to the undertaking at the back of the Enterprise Agreement for the revised clause wording.

Higher rates for less than two (2) hour engagements

The University is required to pay the higher flat rate of pay when a casual academic staff member works for less than two (2) hours in a single day. These rates are outlined in the table below.

The higher rate is a flat rate paid for the hours worked for that day. The rate will only be paid if it is higher than would be paid to the staff member for the hours of work performed.

Where a staff member works for a period that is for a period of two hours or more, the rates in Schedule 2 of the Enterprise Agreement will continue to be paid. This includes where the staff member is paid for preparation and associated time totally two (2) hours or more (rolled-up rates).

Activity	Enterprise Agreement Schedule 2 Rate \$ / hr – as of 1 July 2024	Higher Rate* \$/Day effective 1 July 2024
Other Required Academic Activity	\$53.13	\$83.42
Other Required Academic Activity (PhD/Course Coordination)	\$63.19	\$94.74
Marking (standard)	\$53.13	\$83.42
Marking (PhD/Course Coordination)	\$63.19	\$94.74
Marking (High Level – Supervising Examiner)	\$73.78	\$106.99
Music Auditioning	\$53.13	\$83.42
Practical examining	\$73.78	\$106.99
Other Required Academic Activity	\$53.13	\$83.42

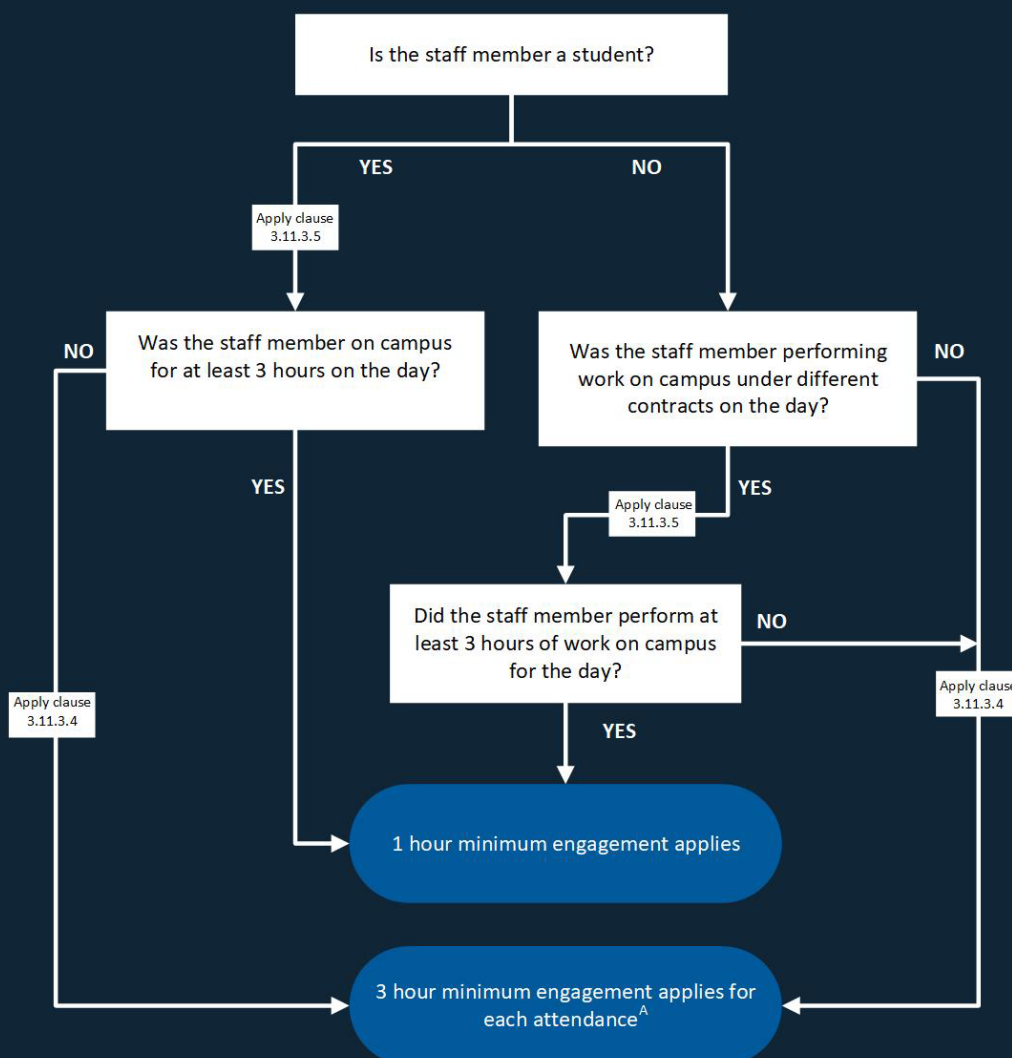
*The rates above has been calculated by reference to 2 hours of pay under the *Higher Education Industry – Academic Staff – Award 2020*.

Title	Casual Minimum Engagement Information Sheet	Effective Date:	25 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	25 September 2025	Page 2 of 3

Human Resources

Casual Minimum Engagement

Casual Professional Minimum Engagement Decision Tree



[A] Casual staff may be provided with an unpaid meal break of up to 1 hour within a single attendance without this creating a separate attendance.

Title	Casual Minimum Engagement Information Sheet	Effective Date:	25 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	25 September 2025	Page 3 of 3