

Undertakings: Enterprise Agreement 2023 - 2025

The University has provided several undertakings to the Fair Work Commission as part of the approval process for the new [Enterprise Agreement](#).

Casual Academic Engagement < 2 hours

The undertaking requires the University to pay higher rates of pay to casual academic staff members in certain circumstances.

The higher rates will be paid when a casual academic staff member is required by the University to work for less than two hours in a single day.

The rates in Schedule 2 of the Enterprise Agreement will continue to be paid for engagements of two hours or more. This includes where a casual academic staff member is paid for preparation and associated time totalling two hours or more (rolled-up rates).

The higher rates will only be paid if the casual academic staff member is required by the University to work for less than two hours in a single day. These rates are outlined in the table below.

Activity	Higher Daily Rate* \$ flat
Other Required Academic Activity	\$80.40
Other Required Academic Activity (PhD/Course Coordination)	\$91.32
Music Auditioning	\$80.40
Practical Examining	\$103.12
Other Required Academic Activity	\$80.40
Marking (Standard)	\$80.40
Marking (PhD/Course Coordination)	\$91.32
Marking (High Level - Supervising Examiner)	\$103.12

*The rate has been calculated by reference to 2 hours of pay under the *Higher Education Industry – Academic Staff – Award 2020*. The rates will commence from approval of the new Enterprise Agreement and will be reviewed annually.

Example: Jess is a casual academic who has been engaged by the University to hold a 1-hour workshop on Tuesday. She is not required to do any other work on that day, so will fill out her timesheet for 1 hour of work. As Jess has been engaged to work less than 2 hours over the course of the day, instead of being paid 1 hour of “Other Required Academic Activity” which attracts a rate of \$51.34, she will be paid \$80.40 for the day.

The two-hour engagement period does not need to consist of consecutive hours of work. The two-hour engagement period is a daily minimum not a consecutive minimum.

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Professional Staff: TOIL at termination

This undertaking entitles eligible professional staff members to be paid for accrued but untaken time off in lieu of overtime (TOIL) at termination. This applies where the professional staff member has mutually agreed with their supervisor to take TOIL but has not taken some or all of the TOIL at the time of termination.

Overtime eligibility criteria is detailed in clause 3.6 of the Enterprise Agreement and includes the requirement for prior approval to work overtime. Professional staff members will continue to be required to submit a claim form to be paid overtime at termination.

Example: Jasmin has approval from her supervisor to work 2 hours of overtime but has agreed with her supervisor to take time off in lieu (TOIL) instead of being paid overtime. She makes arrangements to take TOIL the following week but is sick on the day that the TOIL is scheduled. On her return from leave, Jasmin submits a resignation. If she is unable to take the TOIL during her notice period, Jasmin will need to submit an overtime claim form to be paid the 2 hours of overtime she worked.

Casual Professional Staff: 3-hour Minimum Engagement

This undertaking means that the University and its casual professional staff can no longer mutually agree to a minimum engagement period of less than 3 hours. Under the new Clause 3.11.3.4, where a casual professional staff member is engaged by the University for less than 3 hours, the University will be required to pay a minimum of 3 hours for that attendance.

Clause 3.11.3.5 still permits staff members who are students of the University or employed elsewhere in the University to be engaged for one (1) hour at a time, provided that the total period of attendance in any one day is at least three (3) hours.

Example: John is a casual professional staff member who is also studying at the University. John works for 2 hours on Wednesday - 1 hour in the morning and another hour after lunch so that he can attend a lecture in between work commitments. John will fill out his timesheet for 2 hours of work, but since he has worked less than 3 hours over the course of the day, he will be paid for 3 hours of work.

Musical Accompanying

This undertaking requires the University pay casual academic staff a higher rate for Musical Accompanying. These rates are outlined in the table below:

Activity	Rate of Pay* \$/session
Musical Accompanying	\$80.44
Musical Accompanying (PhD qualified)	\$91.28

*The rates will commence from approval of the new Enterprise Agreement and will be adjusted annually.
No additional payments will be made for working <2 hours on a day.

Further enquiries

For further information, please read the [Enterprise Agreement](#) or contact the HR Service Centre 831 31111 or via email [HR Service Centre](#).

General information about undertakings can be found on the Fair Work Commission [website](#).

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