

## Casual Academic Minimum Engagement Information Sheet

### Purpose

The purpose of this information sheet is to:

- provide guidance on the minimum engagement rules for casual academic staff, 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 has provided several undertakings to the Fair Work Commission as part of the approval of the new Enterprise Agreement. One of these undertakings requires the University to pay higher rates of pay when a casual academic staff member works less than two (2) hours in a single day.

### Q2. Can supervisors and managers schedule work to ensure casual academic staff are working at least two (2) hours in a day?

Yes. In order to satisfy the two (2) hour engagement requirement, supervisors and managers should schedule work for casual academics so that they are performing at least two (2) hours of work on each day.

Staff can be directed to perform self-directed tasks such as marking for two (2) hours on a day. Alternatively, these tasks may be performed on the same day as other activities such as a lecture or tutorial provided that the total time worked on the day is (2) hours or more.

A direction may be given in a signed agreement with the staff member or by way of other written instruction (an email to the staff member will be sufficient).

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.

### Q3. What happens if a casual academic works less than two (2) hours in a day?

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

Where a casual academic works less than two hours in a day, the higher rate flat rate will be paid for the hours worked for that day. The flat rate will only be paid if it is higher than the amount that would be paid to the staff member for the hours of work performed.

Where a casual academic works for 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 totalling two (2) hours or more (rolled-up rates).

Title	Casual academic minimum engagement information sheet	Effective Date:	26 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	26 September 2025	Page 1 of 3

# Human Resources

## Casual Academic Minimum Engagement

The rates in Schedule 2 and the higher rates are outlined in the table below:

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*.

**Example:** 1 hour of marking (standard) is paid at the rate of \$51.33 per hour. However, if on a day a staff member is directed to perform one (1) hour of marking (standard) and nothing else, they will be paid the higher amount of \$80.40 as they have not been directed to worked for a minimum of 2 hours on that day.

### Q4. If a casual staff member has claimed one (1) 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. The University must comply with the terms and conditions contained in the Enterprise Agreement, even where a staff member fails to follow a reasonable lawful direction.

Where a staff member fails to follow a reasonable lawful direction, informal counselling or a formal, written, direction may need to be considered to reinforce the expectation. Additional supervision, reporting or monitoring may also be considered.

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 academic staff generally, or have specific concerns about the way a casual staff member is performing their work.

Title	Casual academic minimum engagement information sheet	Effective Date:	26 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	26 September 2025	Page 2 of 3

# Human Resources

## Casual Academic Minimum Engagement

### Q5. How are casual academic activities requiring preparation treated?

As set out in Schedule 2 of the University's Enterprise Agreement, many tasks performed by casual academics (such as tutorials or lectures) are not paid by the hour but are instead paid as a flat "rolled-up" rate. These rates incorporate preparation and other time required to perform that task.

Consequently, if a casual academic claims an activity that is greater than 2 hours total (including preparation and other activities included in the rolled-up rate), they will be taken to have met the 2-hour engagement requirement.

### Q6. 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 period.

### Q7. Do the two (2) hours of work have to be performed under the same engagement?

No, if a casual academic staff member has multiple academic engagements and works a total of at least 2 hours in a day over all of those engagements, they have met the two (2) hour minimum and will be paid as usual under the rates in the Enterprise Agreement.

### Q8. I am a casual academic – do I need to fill in my timesheet differently?

No, if you are a casual academic 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.

### Q9. What if the 'higher' flat rate is less than would be paid the hours of work performed?

Casual academic staff will be paid whichever rate is higher. The payroll system will identify which rate is more beneficial to the staff member and pay the higher rate.

**Example:** A staff member works 1.5 hours of marking (High Level -Supervisor Examiner) and earns \$106.88 for the hours of work performed. The staff member will be paid \$106.88 for the hours of work and not the flat rate of \$103.12.

### Q10. How will this affect the work hours limit for student visa holders?

If a staff member is a student Visa holder, they may have a limit on the number of hours they can work per fortnight under the terms of their Visa. The change to the rate of pay does not impact the hours of work performed and therefore there is no impact on the work hours limit for student visa holders.

Title	Casual academic minimum engagement information sheet	Effective Date:	26 September 2023	Version 2.0
Authorised by	Director, HR Advisory and Workplace Relations	Review Date:	26 September 2025	Page 3 of 3