



23. Casual Employment



CSIRO Staff Association

This is the twenty-third in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained in the new CSIRO Enterprise Agreement 2011-2014 (EA) and relevant legislation.

Which part of the EA covers casual employment?

The key section of the EA which covers casual employment is Clause 15.

How is a casual officer defined and how are they normally employed?

A 'casual officer' is a person employed by the hour and paid on an hourly basis to cover genuine temporary need (Clause 15a). Casuals are normally employed for a maximum of 662 hours (approximately 18 weeks) in any 12 month period.

Can a casual officer be employed for more than 662 hours in any 12 month period?

Yes, in some circumstances, but only after prior consultation with a representative in the relevant work area (a workplace delegate), or where officers choose, their union office (Clause 15f).

Do casual officers receive a loading in lieu of paid leave/holidays etc?

Yes. Casual officers are paid for work performed inside the bandwidth at an hourly rate based on the appropriate CSIRO classification level. In calculating the hourly rate, a 25% loading is paid to officers, in recognition that casuals do not have access to certain entitlements, including:

- paid leave (except long service leave);
- paid public holidays; and
- allowances, unless otherwise provided for elsewhere in the EA (Clause 15b-d).

What happens when casual officers work outside the bandwidth (overtime)?

In these situations, casual officers are paid their hourly rate (exclusive of the 25% loading), plus a penalty rate of:

- 35% for work Monday to Friday; and
- 100% for work on Saturday, Sunday or a public holiday (Clause 15e).

Can a casual officer be directed to leave work when there is insufficient work to do?

Yes, however the casual officer will receive payment for all of the previously agreed hours of work for that day.

Can a casual officer's employment be terminated at any time?

Yes, however the casual officer will be paid for the previously agreed hours of work on the day she/he is advised of the termination of employment.

Can casual officers join the Staff Association?

Yes. The Staff Association can provide expert advice and support to casual officers, at any stage of their employment with CSIRO (see casual officer membership form overleaf).



CSIRO Staff Association Casual Membership

Application for Membership

Dr/Mr/Mrs/Miss/Ms First Name: _____ Surname: _____

Date Of Birth: ___/___/___ Email: _____ Male/Female (please circle)

CSIRO Ident: _____ Division/Unit: _____ Location: _____

Telephone (work): _____ (mobile): _____ (home): --- _____

Address (home): _____

Address (postal): _____ --

Applicants Signature: _____ Date: ___/___/___

Witnessed/Recruited by: (if applicable) _____

This section can be completed by the Organiser/Delegate in your area

In order to calculate the monthly deductions (0.55% of salary) for a casual member please complete the following section:

Estimated average **Weekly Hours** of work: _____ hrs

CSOF Level: _____ Annual Salary (From CSOF Level Salary Scale): \$ _____

$\frac{\text{Weekly Hours}}{36.75} \quad \times \quad \text{Annual Salary} \quad \times \quad \frac{0.55}{1200} \quad =$	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <p>Monthly Deductions</p>
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Payment Options – Please tick one of the following options below for your payment

I enclose a cheque or money order for ___ months \$ _____ (please mark 'not negotiable' and payable to 'CSIRO Staff Association')

Please debit my credit card (Visa/Mastercard – please circle) monthly with the amount \$ _____ (cards will be debited on the 1st day of each month)

Card Holders Name _____ Expiry Date: ___/___/___

Card Number _____ Signature _____ Date: ___/___/___

Return completed forms by email: csstaff@cpsu.org.au or fax 03 8620 6347 or post to: **CSIRO Staff Association, 10/440 Collins Street, Melbourne VIC 3000**

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