

MacKillop Family Services

HR-P-002 Appointment of Casual Employees

1. PURPOSE

This procedure sets out the guidelines and procedures for employing casual employees in MacKillop Family Services.

2. SCOPE

This procedure applies to the appointment of casual employees employed by MacKillop Family Services.

3. DEFINITIONS

| Term | Definition |
|---------------|---|
| Casual | Casual employees are engaged and paid by the hour with no guarantee or expectation of work beyond the period of their current employment. A casual employee does not have entitlements such as annual leave, personal/carer's leave, public holidays, etc. and are paid an additional 'casual' loading as compensation. |
| EEO | Equal Employment Opportunity |

4. Procedure

The authority to advertise and appoint a casual vacancy with budget parameters, rests with the relevant Unit Director/General Manager as per the Delegations chart.

4.1 PRINCIPLES OF APPOINTING CASUAL EMPLOYEES

The following principles underpin this procedure and are considered intrinsic to success:

- 4.1.1 Casual employees are engaged and paid by the hour with no guarantee or expectation of work beyond the period of their current employment.
- 4.1.2 The objective should be to attract a field of applicants with appropriate skills.
- 4.1.3 Selection of casual employees must be on the basis of merit and be transparent, competitive and consistent with EEO principles as outlined in **HR-P-001 Recruitment, Selection and Appointment of Employees Procedure** and relevant legislation.
- 4.1.4 Confidentiality of the process is maintained and the privacy of applicants is respected.

4.2 RECRUITMENT/ ENGAGEMENT OF CASUAL EMPLOYEES

4.2.1 Assessing the need to engage casual employees

Casual employment provides the organisation with the flexibility to respond to short-term variations in workload and skill requirements.

Similar to filling an ongoing or fixed-term vacant position, the Manager should consider the following issues when engaging casual employees:

- The purpose of the job/ tasks to be carried out by the casual employee
- Why it is required in the context of overall staffing and Business Plan objectives
- What other alternatives have been considered
- Budgetary implications

The ongoing use of casual employees should be monitored regularly taking into consideration the above points. If the requirements of a position have changed, then the casual mode of employment should be re-assessed.

A pool of casual, Residential Care Worker employees has been established across all Out of Home Care programs (Victoria). The pool is managed by the Human Resources Casual Employee Coordinator.

4.2.2 Engagement of casual employees

4.2.2.1 Upon satisfactory completion of all pre-employment checks of the preferred casual candidate (refer to **HR-P-001 Recruitment, Selection and Appointment of Employees Procedure**), the following documents must be submitted to the Human Resources Casual Employee Coordinator for completion of the Casual Employee Engagement Letter:

- Completed **HR-F-013 Employment Contract Advice Sheet**
- A copy of the updated Position Description
- A copy of the casual employee's resume
- A minimum of two completed **HR-F-011 Reference Check Guides**
- A copy of the candidate's current Drivers Licence
- Evidence of the successful Police Check for the employee to be engaged
- A copy of the candidate's Working With Children Check Card (for Victoria And WA) or Working With Children Check Number (for NSW)
- A copy of Working Visa documentation (if applicable). Note, the applicant's current visa status must be verified on the Department of Immigration VEVO online system by the HR Advisor BEFORE the job offer stage.

4.2.2.2 The Letter of Engagement must be signed by the casual employee and returned to the Human Resources Casual Employee Coordinator prior to commencement of employment.

5. EMPLOYMENT CONDITIONS FOR CASUAL EMPLOYEES

5.1 Terms and conditions of casual employment will be in accordance with the relevant Award and/or the Fair Work Act (2009).

5.2 Only certain National Employment Standards in the Fair Work Act (2009) apply to casual employees. These are:

- Two days unpaid carer's leave and two days unpaid compassionate leave per occasion
- Maximum weekly hours
- Community service leave (except paid jury service)
- To have a day off on a public holiday, unless reasonably requested to work by the employer
- Provision of the Fair Work Information Statement

In addition, casual employees who have been employed for at least 12 months by an employer on a regular and systematic basis and with an expectation of ongoing employment are entitled to:

- § make requests for flexible working arrangements
- § unpaid parental leave

5.3 Casual employees will receive an hourly rate of pay which includes a loading and penalties where applicable in lieu of all forms of paid leave, paid public holidays, notice of termination of employment and severance benefits for which a casual employee is not eligible.

5.4 Casual employees will be paid on a fortnightly basis and are required to submit timesheets in accordance with MacKillop Family Services procedures.

5.5 MacKillop Family Services will make superannuation contributions for eligible employees in accordance with the relevant Award provisions.

5.6 Casual employees engaged are entitled to a percentage of salary packaging in accordance with the HR-P-006 Salary Packaging.

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- 5.7 The working arrangements and duties of casual employees must be consistent with the relevant Award provisions, Occupational Health and Safety requirements and child-related employment criteria.
- 5.8 Casual employment is subject to satisfactory performance. Regular feedback and supervision should be provided to casual employees.
- 5.9 Casual employees engaged by MacKillop Family Services who are not Australian citizens must hold and provide a certified copy to Human Resources of an Australian permanent residency status or a visa that permits them to work in Australia.
- 5.10 Periods of casual employment do not count as service for the purpose of determining an employee's entitlement to any benefit which requires a minimum period with the exception of unpaid parental leave or long service leave.

REFERENCES

- HR-P-001 Recruitment, Selection and Appointment of Employees Procedure
- HR-F-014 Recruitment and Selection Guidelines
- HR-F-005 Requisition for a Job Advertisement
- HR-F-007 Interview and Assessment Guide
- HR-F-011 Reference Check Guide
- HR-F-013 Employment Contract Advice Sheet
- HR-P-006 Salary Packaging