



QUICK REFERENCE GUIDE (QRG) CASUAL PAY RATES AND MINIMUM ENGAGEMENT PERIODS PROFESSIONAL & ACADEMIC STAFF

OVERVIEW OF THE SECTION

CLAUSE REFERENCES:

WESTERN SYDNEY UNIVERSITY ACADEMIC STAFF AGREEMENT 2022

Schedule 2: Casual Academic Pay Rates

Clause 14.19-14.23: Casual Employment

WESTERN SYDNEY UNIVERSITY PROFESSIONAL STAFF AGREEMENT 2022

Schedule 1: Annual Professional Staff Pay Rates

Clause 14.19-14.23: Casual Employment

BRIEF DESCRIPTION:

Casual employment is designed to address short-term and irregular work needs. Casual employees are engaged and paid by the hour. Pay rates for casual academic roles are determined by the type of work they are engaged to perform (e.g.: lectures, tutorials, marking, administration etc.). Casual professional pay rates are referenced to a HEW level determined by the complexity of the role they are engaged to perform. Pay rates for casual employees include a 25% casual loading to compensate for entitlements such as annual, sick, and personal leave, which casual employees do not receive. There are minimum engagement periods for casual employment.

This QRG should be read in conjunction with the Categories of Employment QRG.

INTERPRETATION AND APPLICATION

CASUAL PAY RATES:

- Casual employees receive an hourly rate that includes a 25% loading in lieu of benefits to which casual employees are not entitled, like paid annual, sick, and personal leave.

- Casual employees are entitled to receive Long Service Leave in accordance with the *Long Service Leave Act 1955* (NSW).
- Pay rates for casual academic employees vary depending on the nature of the work performed, including lectures, tutorials, and associated duties like preparation.
- Pay rates for casual professional employees are determined by reference to a HEW level based on the complexity of the role they are engaged to perform.

MINIMUM ENGAGEMENT PERIODS:

For casual **academic** employees:

- The minimum engagement period for all types of work is 2 hours per engagement, meaning that even if a casual academic employee is engaged for less than 2 hours, they must be paid for a minimum of 2 hours.
- Some pay rates for casual academic employees incorporate time for associated work (e.g., preparation and informal student consultations). Where this occurs, the associated time will count towards the minimum engagement (for example, if a casual academic employee is engaged to deliver a 1 hour basic lecture, the rate of pay incorporates 1 hour of delivery + 2 hours of preparation time, meaning that the minimum engagement period will be satisfied in respect of that engagement).

For casual **professional** employees:

- The standard minimum engagement period is 3 hours per engagement.
- Exceptions to the 3-hour minimum, which will be reduced to 1 hour, include:
 - Casual employees who are students (including postgraduate students) and who are expected to attend the University on the same day in their capacity as a student.
 - Employees who are also engaged in an ongoing or fixed-term role at the University where the casual duties are unrelated to their primary role.

CASUAL PAY RATES FOR ACADEMIC STAFF (EFFECTIVE FROM 11 OCTOBER 2024)

Rate	Code	Type of Work
Lecturing		
Rate A	UCL3	Basic Lecture (1 hour delivery + 2 hours prep)
Rate B	UCL2	Developed Lecture (1 hour delivery + 3 hours prep)
Rate C	UCL1	Specialised Lecture (1 hour delivery + 4 hours prep)
Rate D	UCL4	Repeat Lecture (1 hour delivery + 1 hour prep)
Tutorials		
Rate E	UCT1	Normal Tutorial (1 hour delivery + 2 hours prep)
Rate F	UCT3	Repeat Tutorial (1 hour delivery + 1 hour prep)
Rate G	UCTP1	Tutorial with Significant Responsibilities (e.g., subject coordination) (1 hour delivery + 2 hours prep) <i>Note: Rate applies to a doctorate holder or subject coordinator.</i>
Rate H	UCTP2	Repeat Tutorial with Coordination (1 hour delivery + 1 hour prep) <i>Note: Rate applies to a doctorate holder or subject coordinator.</i>

Clinical Education		
Rate L	UCCF2	Clinical Education in Health Disciplines (1 hour + 1 hour prep)
Rate M	UCCF1	Minimal Prep Clinical Education (1 hour delivery + 0.5 hour prep)
Rate N	UCPD2	Clinical Education Requiring Specialist Knowledge (1 hour delivery + 1 hour prep)
Rate O	UCPD1	Minimal Prep Clinical Education with Specialist Knowledge (1 hour delivery + 0.5 hour prep)
Clinical Nursing Facilitation		
Rate V	UCNEF	Clinical Nursing Education Facilitation (no preparation required)
Laboratory Supervision		
Rate U	ULABS	Laboratory Supervision (no preparation required)
Rate P	UCM1	Marking (requiring academic judgment). <i>Note: This rate should be assigned where marking is being undertaken as a supervising examiner, or making requiring the use academic judgement, for example, where detailed feedback and comments on complex assignments or examination papers and/or large body of work, such as a thesis, is required.</i>
Rate Q	UCM2	Marking (not requiring academic judgment)
Rate R	UCMPD	Marking (with subject coordination duties) <i>Note: Rate applies to a doctorate holder or subject coordinator.</i>
Other Duties		
Rate S	PRAC, DEMO, WORKS, CLIN, SUPV, SC, UCO1	Other Required Academic Activities (Practical, Demonstrations, Workshops, Clinical Sessions, Supervision, Student Consulting and Meeting Attendance)
Rate T	PRACD, DEMOP, WORKD, CLIND, SUPVD, SUBCD, SCPD, UCOPD	Other Required Academic Activities with Full Subject Coordination (Routine tasks, Meetings, Clinical Sessions, Supportive Supervision) <i>Note: Rate applies to a doctorate holder or subject coordinator.</i>

FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
What is the minimum engagement period for casual academic employees?	The minimum engagement period for casual academic employees is 2 hours per engagement, inclusive of any associated working time that is incorporated into the applicable casual rate of pay.

What is the minimum engagement period for casual professional employees?	The minimum engagement period for casual professional employees is 3 hours per session. Exceptions apply to enrolled students and those who also hold an ongoing/fixed-term role at the University.
Are casual academic employees paid for preparation work?	Yes, the relevant rates of pay for casual academic employees incorporate payment for associated working time, which includes preparation directly related to the session.
What happens if a casual engagement is shorter than the minimum engagement period?	Where this occurs, the casual employee will be paid for the full minimum engagement period (2 hours for academic or 3 hours for professional).
What is the 25% casual loading for casual employees?	The 25% casual loading compensates casual employees for not receiving entitlements such as paid annual, personal and sick leave. This loading is included in the casual hourly rate.
How are casual employees paid for lectures and tutorials?	Casual employees delivering lectures or tutorials are paid based on their rate category (e.g., Basic Lecture, Developed Lecture, Normal Tutorial). The pay includes both delivery and associated preparation time.
How much superannuation does a casual employee at the University receive?	Casual employees are entitled to superannuation contributions under the Australian Government's Superannuation Guarantee (SG) scheme. Whereas ongoing and fixed-term employees receive a higher rate of contribution in line with the Enterprise Agreement.

EXAMPLES

EXAMPLE 1: MINIMUM ENGAGEMENT

James Taylor is hired as a casual administrative assistant to work on a 2-hour data entry project for the university's marketing department. Under the University's Enterprise Agreement, the minimum engagement period for casual professional staff is 3 hours, so James is paid for 3 hours, even though his task only took 2 hours.

James is paid for 3 hours of work to comply with the minimum engagement rule for casual professional employees, which ensures that shorter shifts are compensated fairly.

EXAMPLE 2: EXCEPTION FOR STUDENTS

Elena Garcia is a current postgraduate student hired to provide IT support at the university helpdesk for 1.5 hours between her classes. Because Elena is a student employed casually and her work schedule aligns with her studies, she qualifies for the exception to the 3-hour minimum engagement period and is only paid for the actual 1.5 hours worked.

Elena is paid for the actual hours worked (1.5 hours) because her casual employment qualifies for the student exception under the Enterprise Agreement.

EXAMPLE 3: RATE A (BASIC LECTURE)

Professor Amy Chen is hired to deliver a 1-hour Basic Lecture for an introductory physics course. She spends an additional 2 hours preparing the lecture slides and reviewing the material before delivery. Under Rate A, she is paid for the 1-hour lecture and the 2 hours of preparation, for a total of 3 hours.

Professor Chen is compensated under Rate A, which includes 1 hour of lecture delivery and 2 hours of preparation. This meets the minimum engagement requirement for academic casual staff.

EXAMPLE 3: RATE A (LONGER LECTURE)

Professor David Lee is hired to deliver a 2-hour Lecture for an introductory physics course. He spends an additional 4 hours preparing the lecture slides and reviewing the material before delivery. Under Rate A, he is paid for the 2-hour lecture and the 4 hours of preparation, for a total of 6 hours.

Professor Lee is compensated under Rate A, which includes 2 hours of lecture delivery and 4 hours of preparation. This meets the minimum engagement requirement for academic casual staff.

EXAMPLE 4: ACADEMIC STAFF EXAMPLE – RATE E (NORMAL TUTORIAL)

Dr. John Patel is hired to conduct a 1-hour Normal Tutorial for an economics course. He spends 2 hours preparing the tutorial materials, grading student participation, and ensuring the content aligns with the lecture. Under Rate E, Dr. Patel is paid for a total of 3 hours (1 hour of delivery and 2 hours of preparation).

Dr. Patel is paid under Rate E, complying with the 2-hour minimum engagement rule for casual academic employees, as well as compensating for the preparation time required.

EXAMPLE 4: CASUAL – MIXED ROLES (MIN ENGAGEMENT)

Emily Adams holds both a casual academic position as a tutor for a sociology course (paid under Rate E) and a casual professional role as an administrative assistant in the same department. On the same day, she is scheduled to work 2 hours as a tutor and 2 hours in administration.

Minimum Engagement Rules:

- Academic Role: The minimum engagement period for casual academic employees is 2 hours. Since Emily is scheduled to work 2 hours as a tutor, her engagement meets the minimum requirement. She will be paid for the full 2 hours under Rate E.
- Professional Role: The minimum engagement period for casual professional employees is 3 hours, but Emily is only scheduled for 2 hours in her administrative role (Emily does not meet the exception requirements to minimum engagement). According to the minimum engagement rule for professional casual staff, she must be paid for 3 hours, even though her scheduled shift is only 2 hour.

INFORMATION IN THIS GUIDE IS A SUMMARY ONLY

This document provides a general summary to assist staff understand the rights and processes related to this entitlement. To avoid doubt, this document:

- does not contain a complete account of the rights, entitlements, conditions, or obligations that may be available;
- does not replace or override the terms of the relevant enterprise agreement or under legislation, or the Western Sydney University's policies or procedures; or
- does not constitute legal or financial advice.

FURTHER INFORMATION

For further details on Casual Pay Rates and Minimum Engagement, please refer to the relevant Professional/Academic [Enterprise Agreement](#).

KEY CONTACTS FOR FURTHER ADVICE

If you have any questions or would like to discuss your Casual Pay Rate options, please contact the People Services Team (previously known as the HR Operations Team) or the Workplace Relations Team.