

# TAFE - Casual and temporary teaching

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## Casual employment

A casual employee is one who is engaged and paid on a casual basis. Casual employees should not be engaged on a regular and systematic basis, nor should they be engaged for several periods of employment for more than one year. Casual teachers should not have a reasonable expectation of further employment with TAFE Queensland.

Casual teachers cannot work more hours per week or fortnight than an equivalent full-time teacher.

## Payment for Casual Engagements

A casual employee is entitled to receive, pro rata, the same pay and conditions of employment, other than leave entitlements, to those of an equivalent full-time employee who performs the same kind of work. Current rates of pay can be found in the Certified Agreement.

Casual employees are also paid a 23% casual loading instead of annual leave, paid personal/carer's leave, redundancy benefits and other attributes of permanent employment. The loading counts as part of the casual employee's salary for the purpose of calculating overtime, weekend penalties, public holiday and shift payments where these apply.

Each casual engagement stands alone and there is a minimum payment of 2 hours' work per engagement.

### Monday to Friday (8am - 6pm)

The hourly rate is calculated by dividing the salary for step four of classification level Teacher, step 4, and adding 23 per cent. The hourly rate for a teacher includes payment for programmed time.

The hourly rate for a tutor is calculated by dividing 70 per cent of the salary for step four of the

enterprise bargaining teacher salary scale by 64 and adding 23 per cent. The number of hours for which a casual tutor is engaged must reflect the number of hours that they are programmed for tutoring duties (this may include preparation time).

### Before 8am, after 6pm and Saturdays

Payment is paid one-and-a-half times the normal hourly rate if you are programmed to work before 8am, after 6pm (Monday to Friday), or on a Saturday.

### Work on Sundays

Payment is double the hourly rate if you are programmed to work on a Sunday.

### Work on public holidays

Payment is double-and-one-half the hourly rate if you are programmed to work on a public holiday.

### Credit for classification purposes

If a casual teachers/tutors receives a permanent or fixed-term engagement, they may apply to have their casual service recognised for classification purposes. This is done by providing evidence of your teaching/tutoring experience to the manager/institute director.

### Credit for long service leave

Casual engagements will be recognised for long service leave purposes, provided that there is no break in service of 12 or more months. Casual teaching is computed to full-time service and you will be credited with the equivalent period of service. The long service leave may only be accessed once you have been made permanent.

### Other entitlements

Casual teachers/tutors have no entitlements to payment for annual leave, public holidays, non-attendance time or absences due to illness.

## Temporary teaching/ tutoring

### Definition of a temporary employee

Temporary employees are employed to fill a temporary vacancy that exists within an institute. These vacancies are for a fixed term. Temporary employees should be paid in accordance with their experience and qualifications as specified by the enterprise bargaining teacher salary scale.

### Advertising temporary vacancies

Vacancies of less than a 12-month period do not have to be advertised. Where a temporary appointment is intended to last longer, the vacancy must be advertised.

### Grounds for temporary appointments

Temporary engagements should only be used as a short-to-medium term human resources solution where permanent employment is not viable or appropriate. For example, they may be used to provide for:

- replacement against leave
- fixed term planned projects
- intermittent high workloads that may arise due to short/medium tenders gained by the institute
- backfilling where a legitimate recruitment process is occurring.

### Credit for long service leave and classification purposes

Credit for long service leave and classification purposes is given for periods of temporary teaching, provided there is no more than 12 months between contracts. Long service leave credit is on the same basis as for casual teachers. Accrued long service leave may be paid out at the end of the contract, and may be included in the lump sum on termination (LSOT) pay.

### Annual leave and non-attendance time

If you are in a fixed term engagement you will accrue annual leave and non-attendance time in the same way as permanent teachers/tutors. All annual leave accruals should be paid out at the end of the fixed term engagement.

### Superannuation

Since 1 May 2000, temporary employees have received the same superannuation entitlements as their permanent teacher colleagues.

### Sick leave

At the beginning of the appointment, there is no sick leave bank. Sick leave accumulates on a pro-rata basis at the rate of 0.5 days per 18 calendar days.

Period of service	Sick leave entitlement
18 days	.5 days
1 month 6 days	1 day
1 month 24 days	1.5 days
2 months 12 days	2 days
3 months	2.5 days
3 months 18 days	3 days
4 months 6 days	3.5 days
4 months 24 days	4 days
5 months 12 days	4.5 days
6 months	5 days

Sick leave can accumulate from one appointment to another, provided any break in service does not exceed 12 months.

### Conversion to permanency

In line with TAFE Queensland's commitment to the whole-of-government [Employment Security Policy](#), regions and corporate office areas will review the employment status of temporary employees who complete two years of continuous service in the same role. Such reviews will occur annually.

For more information refer to the QTU brochure "Gaining permanency in TAFE" or contact your TAFE organizer.

### Further resources

#### TAFE Queensland Certified Agreement 2016

[http://www.qirc.qld.gov.au/qirc/resources/pdf/certified\\_agreements/cert\\_agreements/2016/ca213\\_2016.pdf](http://www.qirc.qld.gov.au/qirc/resources/pdf/certified_agreements/cert_agreements/2016/ca213_2016.pdf)

#### TAFE Queensland Award – State 2016

[http://www.qirc.qld.gov.au/qirc/resources/pdf/awards/t/tafe\\_queensland.pdf](http://www.qirc.qld.gov.au/qirc/resources/pdf/awards/t/tafe_queensland.pdf)