

# Casual Employment

## KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 14.

### 1) 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 14.1).

### 2) Do casual officers receive a loading in lieu of paid leave, holidays and the like?

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 14.2-14.4).

### 3) 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:

- 40% for work Monday to Friday; and
- 100% for work on Saturday, Sunday or a public holiday (Clause 14.5).

### 4) 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.

### 5) 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.

### 6) 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).

### 7) What if I'm not a union member?

Then it's time to join and make sure your rights are protected! You can pick up a membership form overleaf, from your Workplace Delegate, download from [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au) or email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) and we'll send you one by return email.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)

## Important points

- Casual officers are employed to cover genuine and temporary staffing needs at CSIRO.
- Casual officers are paid on an hourly basis and attract an extra 25 per cent loading to compensate for lack of access to most forms of paid leave, public holidays or allowances.
- Hourly rates for casual employees are paid commensurate with appropriate CSOF level within a time bandwidth.
- Casual officers can be paid penalty rates for overtime performed outside the bandwidth.
- While casual work is not secure, casual officers can join the CSIRO Staff Association. Membership application overleaf.



**CSIRO STAFF  
ASSOCIATION**



**APPLICATION FOR MEMBERSHIP – Casual Employees**

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: \_\_\_\_\_ DR/MR/MRS/MS/MISS (Circle one) FIRST NAME: \_\_\_\_\_  
SURNAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_ M/F (Circle one) \_\_\_\_\_  
BUSINESS UNIT: \_\_\_\_\_ LOCATION: \_\_\_\_\_ ATSI origin YES/NO(Circle one) \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_  
WORK EMAIL: \_\_\_\_\_  
HOME EMAIL: \_\_\_\_\_  
PH (Mob): \_\_\_\_\_ (Work): \_\_\_\_\_ (Home): \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

In order to calculate the monthly deductions (0.60% 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): \$ \_\_\_\_\_

$$\frac{\text{Weekly Hours}}{36.75} \times \text{Annual Salary} \times \frac{0.60}{960} = \boxed{\$ \text{_____}}$$
  
↑ Monthly Deductions

**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 1<sup>st</sup> day of each month)

Card Holders Name \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Number \_\_\_\_\_ Signature \_\_\_\_\_ CCV \_\_\_\_\_

Please complete all sections of the form, then hand to your delegate email to [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or post reply paid to: CSIRO Staff Association, Reply Paid 66490, MELBOURNE VIC 3000

**FOR YOUR INFORMATION**

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks notice, in writing, to the union.  
Privacy Statement: The CPSU uses members' personal information for membership management and services. Any personal information collected will only be used for this or a directly related purpose. In that context, we may contact you at a later date. Your personal information will not be disclosed to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access our privacy policy and any information we hold about you by calling 1300 137 636 8am to 8pm (AEST) Monday to Friday.