



Fixed-Term Appointment

APPOINTEE DETAILS - This form is to be used ONLY for appointments of SIX months duration or less.

Title: Mr Full Given Names: Joe Bill Last Name: Bloggs
 Address: 322 Margaret Street, Toowoomba, Qld Postcode: 4350
 Home ☎: 4633 3333 Business ☎: 4633 2323 Date of Birth: 15/03/1960 Male Female
 Aboriginal Origin Torres Strait Islander Origin Aboriginal and Torres Strait Islander Origin Neither
 New USQ Employee Previously Employed by USQ Current USQ Employee
If Current USQ Employee, please indicate: Employee ID Number: _____
 Position: _____ Type of employment: _____ Period of employment: _____
 Emergency Contact: Name: Jill Bloggs Address: 322 Margaret Street, Toowoomba, Qld
 Postcode: 4350 ☎: 4633 3333

EMPLOYMENT DETAILS

Start Date: 03/05/2004 End Date: 25/06/2004 Faculty/Section: Student Administration HR Dept ID: GMSAOF
 Academic General Uniprep Teaching Supervisor: Customer Service Coordinator
Employment Category: Full-Time Fractional – hours to be worked per fortnight: _____
Salary Classification: Level: 4 Step: 1
Reason for fixed-term appointment*:
*(Definitions for these categories are available at <http://www.usq.edu.au/hr/empcond/catemploy/default.htm>) Specific Task or Project Teaching specialisation Research only Other (please specify)
 Detail specific reason for appointment: To replace Charlie Brown on approved sick leave from 03/05/04 to 25/06/04

Fortnightly Rate	Hours per Week	Number of Weeks	Fund	Financial Dept ID	Program	Project (if applicable)	Commit \$
1389.33	36	4	2	8405	70		
			2				

Position Description

- Duty Statement (3 months or less) attached
 Position Description (over 3 months) attached

Qualifications (For ACADEMIC EMPLOYEES ONLY)

- Original or certified copies attached Previously submitted to HR

Right to Work in Australia Previously submitted to HR

The appointee is entitled to work in Australia. Certified copies of documents used to check work rights are attached.

APPROVALS

I approve this appointment on the understanding that:

- The work cannot be performed by a current employee
- The dates comply with a teaching semester for academic appointments (up to 18 weeks)
- A leave plan has been submitted to ensure all leave is taken during the appointment period.
- Funding is available within the Department's budget
- Appointment cannot be made at a lower fraction or classification level
- Academic appointments are for teaching specialisation or research only

Please provide reasons if any of the above conditions are to be varied.

John Smith 26 / 04 / 04
 Approving Delegate Date

ACCEPTANCE BY APPOINTEE

I accept the above appointment and agree to its conditions as outlined on pages 1 and 2 of this form.

Joe Bloggs 27 / 04 / 2004
 Appointee Signature Date

HUMAN RESOURCES

This appointment is in accordance with clause 12.2 of *The USQ Certified Agreement 2005-2008*.

Position No:

Entered:

Checked:

Fixed-Term Appointment Information

Instructions

- Use this form to appoint an employee for either full-time or fractional fixed-term appointment for a period of up to six months.
- Complete this form in the employing cost centre and obtain the signature of the Dean or Director (Category 4 Delegate).
- Obtain an acceptance from the appointee and provide the appointee with a copy of the form.
- Forward the form to Human Resources for action.
- **A fixed term employee must not start work at USQ until this form has been completed and approvals obtained.**

Fixed-Term Employees Entitlements and Conditions

Salary	<ul style="list-style-type: none">• General employee salaries are in accordance with Schedule D - General Employee Salaries contained in <i>The University of Southern Queensland Certified Agreement 2005-2008</i>.• Academic salaries are in accordance with Schedule A - Academic Employee Salaries contained in <i>The University of Southern Queensland Certified Agreement 2005-2008</i>.• Pay is automatically deposited into nominated account.
Right to work in Australia	<ul style="list-style-type: none">• You are required to provide proof of your right to work in Australia by supplying a certified copy of either birth certificate; passport; visa or certificate of Australian citizenship.
Superannuation	<ul style="list-style-type: none">• Superannuation Guarantee Contributions (SGC) to the UniSuper Accumulation Fund.
Leave	<ul style="list-style-type: none">• All recreation leave is to be taken within the employment period.• If there has not been a break of more than three months, any previous service with the University will be recognised and sick leave entitlements granted.
Duties	<ul style="list-style-type: none">• As advised by the Dean/Director and in line with the attached position description or duty statement.• Performance of a broader range of duties associated with the position may be required as stated in Clause 26 Functional Flexibility of <i>The University of Southern Queensland Certified Agreement 2005-2008</i>.
Hours of Work	<ul style="list-style-type: none">• As agreed with the Dean/Director and in accordance with USQ policy.
Meal Breaks	<ul style="list-style-type: none">• A daily meal break of between 30 minutes and 60 minutes may be taken, not earlier than three hours and not later than six hours from commencement of duty. This meal break will not count as working time.• A general employee who works in excess of four hours in a day will be allowed one rest pause of 20 minutes duration in the first half of the working day. Rest pauses are to be taken at a time convenient to the University.
Other	<ul style="list-style-type: none">• Appointment is contingent upon work being available and performance meeting required standards.• A maximum probationary period of 3 months will apply.• This contract of employment is not renewable.• Notice of 5 weeks (general employees) or 4 months (academic employees) will be provided by USQ to terminate employment.• For academic employees, this appointment is subject to the employee providing original or certified copies of qualifications upon commencement of duties.• Any intellectual property created by an employee in the course of this employment will be covered by the Intellectual Property Policy of the University.• New employees must participate in an induction program covering workplace health and safety and work unit operations.• For your information, I advise that the University is subject to <i>The University of Southern Queensland Act 1998 (as amended)</i> and is a party to <i>The University of Southern Queensland Certified Agreement 2005-2008 (as amended)</i>. There are also By-laws and Regulations made from time to time in accordance with the Agreement, Act, Resolutions of Council and the Academic Board (as amended) as well as various University policies and guidelines (as amended) which apply to all members of staff eg. policies which prohibit smoking in the workplace.

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment, employment or associated USQ services. Personal information will not be disclosed to third parties without your consent unless required by law.