



## CASUAL EMPLOYMENT – IMPORTANT UPDATE

Over the last few years, the UNSW Professional Staff Union, has been dealing with an increasing number of Casual Conversion applications. Some of these have ended up in dispute, with one particular CPSU member's case being taken to the Federal Magistrates Court and another going to the Fair Work Commission now in 2013.

It is important that ALL Casual Staff apply for conversion early enough to make a difference. Below are some key criteria which if you meet these, please apply today and let us know so we can monitor how much the University complies with their Enterprise Agreement.

We also want to know if you've been told you can apply, in writing, to be converted? UNSW is meant to let you know, from time to time... Have they ever told you?

### 1. Do you meet **all three** of these criteria?

- Have you been employed for 12 months or more?
- Have your hours been regular and systematic\*, in the same or similar role?
- Have your regular hours been an average of 17.5 hours per week or more?

### 2. **OR**, do you meet this **one** criterion?

- Have you been employed as a casual for 2 years or more?

### 3. Refusal is only able to be made when reasonable, such as;

- If you're a student and your work is somewhat related (casual hours while a student or directly related to your studies)
- If you're a genuine retiree.
- If you have a primary job (or a self employed) elsewhere
- If you don't meet the essential requirements of the job
- Or if the work is ad hoc, intermittent, unpredictable or involves irregular hours.

$$1 = \text{☑☑☑} + 3 = \text{☒☒☒} = \text{Apply for Conversion Today!}$$

$$2 = \text{☑} + 3 = \text{☒☒☒} = \text{Apply for Conversion Today!}$$

**You can apply by email, to your manager.**

**If the University rejects your application for any reason, please contact the CPSU.**

We are collating as much information as possible about how well the University of NSW complies with its Casual Conversion Clause.

**Please let us know** so we can review how well (or not) UNSW is going.

**Email us on [ilisser@psa.asn.au](mailto:ilisser@psa.asn.au) or [cpsu@psa.asn.au](mailto:cpsu@psa.asn.au)**

\*regular and systematic is an assessment of the pattern of hours and ongoing expectation of employment. There are many precedent cases which establish this meaning, so please contact the CPSU if you have any questions.

## Your CPSU Contacts

### Local Contacts

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### CAMPAIGN ORGANISER

- Ian Lisser  
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## Your checklist

- Apply for conversion today, in writing
- distribute update to colleagues
- support a colleague to apply for conversion
- Let the CPSU know what's going on
- ask workmates to join CPSU.



**To all *Casual* UNSW Professional Staff**  
**Important Notice: Act Today!**

Contact your UNSW Professional Staff Union for more information or support  
[www.psa.asn.au/agencies/universities/](http://www.psa.asn.au/agencies/universities/)  
02 9220 0960 – Ian Lisser