3.19 SESSIONAL (ACADEMIC) AND PART-YEAR (SUPPORT) EMPLOYMENT

1. INTRODUCTION
The UTS collective agreements make provision for sessional employment for academic staff and part-year employment for support staff. These forms of employment are essentially the same. This fact sheet provides further information about sessional and part-year employment and associated employment conditions.

2. DEFINITION
Sessional / part-year employment is employment for a specified fixed period of less than 52 weeks during the year. The fixed period normally relates to a teaching session as set out in the University calendar.

Appointment to a sessional / part-year position will be made on a continuing or fixed-term basis.

3. “CORE WEEKS” VS “NON-CORE WEEKS”
Staff employed on a sessional / part-year basis will work for a specified period of weeks during each year of employment (on a fixed-term or continuing basis). The weeks during which the staff member works are referred to as “core weeks”. The remaining weeks of the year, when the staff member is not required to work, are “non-core weeks”. The staff member’s contract of employment will specify the number of core weeks per year. The dates of core weeks will be specified in the contract of employment or be notified in writing at the commencement of each year in accordance with the following process:

   i. Before the end of a calendar year, the staff member’s supervisor will discuss with the staff member the dates of “core weeks” for the next calendar year

   ii. By the commencement of the calendar year and no later than one month prior to the anticipated date of commencement of the core weeks the staff member’s supervisor will notify Human Resources Unit in writing of the staff member’s core weeks for the calendar year

   iii. Human Resources Unit will advise the staff member in writing of the core weeks for the calendar year. A copy of this advice will be placed on the staff member’s HR file and the Payroll Office will be advised of the arrangements for the year.

Provided that the timeframe specified in (ii) is met, the Payroll Office will ensure that salary is paid from the first pay period after the commencement of the staff member’s core weeks. During non-core weeks the staff member will not be required to work so will not receive salary during this period. The exception to this is when the staff member takes approved paid leave during non-core weeks (refer to 4.1 below) and/or when an annualised salary arrangement applies (refer to Section 5).

4. CONDITIONS OF EMPLOYMENT
Staff employed on a sessional / part-year basis will receive the salary and non-salary conditions of a full-time appointment calculated pro-rata based on time worked during core weeks as a proportion of the year.

Non-core weeks will not break service and will count as service. This is explained below.
4.1 Leave

4.1.1 Calculating leave entitlements
Leave entitlements will be calculated pro-rata based on core weeks as a proportion of the year. In addition, leave entitlements for annual leave and long service leave will accrue during periods of such leave taken in non-core weeks. Non-core weeks count as service for the purpose of determining eligibility for long service leave and paid parental leave but entitlements to leave will be calculated on the pro-rata basis based on the actual time worked.

4.1.2 When Leave Can Be Taken
Annual leave: Annual leave may be taken either in core or non-core weeks as required by the staff member's supervisor or specified in the staff member's contract of employment. The staff member will receive additional salary for annual leave taken during non-core weeks. Supervisors and managers should note that when annual leave is taken during non-core weeks, the costs associated with the sessional appointment will increase.

Paid Parental Leave: The staff member will be entitled to paid maternity / adoption leave calculated on the basis of the core weeks as a proportion of the year. For example, a staff member who works full-time for 26 weeks per year will be provided with 10 weeks of paid parental leave at the full-time rate (this could be taken at a half time rate over 20 weeks). The timing of parental leave will be negotiated on a case by case basis with consideration of the pattern of core and non-core weeks.

Long service leave: Long service leave can be granted during core or non-core weeks. The staff member will receive additional salary for long service leave taken during non-core weeks. Supervisors and managers should note that when long service leave is taken during non-core weeks, the costs associated with the sessional appointment will increase.

Sick leave, personal leave and community leave: These forms of leave will be available during core weeks but not during non-core weeks.

4.1.3 Applying For Leave
During core weeks: The staff member will apply for leave scheduled during their core weeks in the usual way as set out in University leave guidelines (refer to section 4 of the HR Manual - http://www.hru.uts.edu.au/manual/index.html#conditions).

During non-core weeks (eg annual leave): To take leave during non-core weeks, a leave application must be submitted in hard copy or by email (not through the neo HR/Payroll system) to and approved by the staff member’s supervisor and forwarded to the Payroll Office. To ensure that salary is paid during the period of the leave, the leave application must be received by Payroll during the staff member’s core weeks and not less than six weeks prior to the commencement of the leave.

4.2 Public Holidays
Sessional / part year staff will be paid for public and University holidays which fall during their core weeks. They will not be entitled to payment for public and University holidays which fall during non-core weeks.
### 4.3 Incremental Progression And Performance Review And Development

Sessional / part-year staff are required to participate in the relevant University Performance and Development process.

Non-core weeks count as service for the purpose of determining eligibility for incremental progression.

### 4.4 Superannuation

Superannuation for sessional / part-year staff will be as set out in the contract of employment and in accordance with University superannuation guidelines and the rules of the relevant superannuation fund.

### 4.5 Conditions Of Employment Applicable To Sessional Academic Staff

The following conditions apply to sessional academic staff. They do not apply to part-year support staff.

#### 4.5.1 Workload

Academic staff employed on a sessional basis may not be required to perform the full range of academic responsibilities. The nature of duties of a sessional staff member will be specified in the staff member’s duty statement. Workload will be determined in accordance with the Faculty/area workload policy.

#### 4.5.2 Professional Experience Program (PEP)

To be eligible to apply for PEP, an academic sessional staff member must be employed on a continuing basis or a fixed term basis for at least three years. Non-core weeks will count as service for PEP; however, the period of PEP will be pro-rata based on the time worked during core weeks. During a period of PEP the staff member will continue to work on a sessional basis, normally following the same pattern of core and non-core weeks.

#### 4.5.3 Progression And Promotion

Sessional staff are eligible to apply for progression from Associate Lecturer to Lecturer or promotion from Lecturer to Senior Lecturer in accordance with University policies.

### 5 ANNUALISATION OF SALARY

Sessional / part-year staff may choose to have their salary annualised across the year. This allows them to receive their salary in equal portions over the whole year rather than being paid only during core weeks and receiving no salary during the non-core weeks (except during approved leave – refer to section 4.1 above). Staff must agree to certain conditions before the University will arrange for a sessional / part-year staff member to have their salary annualised. The conditions seek to minimise difficulties associated with the administration of the annualised salary arrangement and are set out below:

i. annualised salary arrangements will apply for 12 months. Each 12 months, the staff member must elect whether or not the arrangement will continue for the next 12 months. In the absence of such advice, the arrangement will cease. Once an annualised arrangement has commenced the staff member cannot opt out of the arrangement (for that 12 month period) unless extenuating circumstances exist

ii. an annualised arrangement will commence at the start of the staff member’s core weeks for the calendar year

iii. the staff member will take all annual leave accrued during each 12 months of the annualised arrangement and this will be calculated as part of the annualised salary (the staff member must specify the dates for their annual leave during the next 12 months at the commencement of the annualised arrangement).
iv. any annual leave accrued prior to the commencement of the annualised arrangement must be either:

v. taken prior to the commencement of the annualised arrangement or

vi. taken during a 12 month period of an annualised arrangement and paid as part of the annualised salary provided that this is notified prior to the commencement of the 12 month annualisation arrangement

vii. remain in balance for the duration of the annualised arrangement

viii. the staff member must apply for any long service leave that they wish to take during the period of the annualised arrangement prior to the commencement of the 12 month annualisation arrangement (this will be calculated as part of the annualised salary).

ix. the staff member will submit applications for all forms of leave (other than annual leave and long service leave which must be notified at the commencement of the annualised arrangement) in hard copy or by email (not through the neo HR/Payroll system). Salary during such leave will be paid at the annualised rate.

x. the staff member accepts that leave balances recorded on the neo system may not be accurate at all times. Leave will be monitored manually and appropriate adjustments to leave balances will be made periodically within the neo system

xi. where the employment of a staff member with an annualised salary is terminated and this results in overpayment then the University will:

xii. recoup such overpayment from any leave balances available at that time, and/or

xiii. seek direct repayment from the staff member of any remaining overpayment if available leave balances are insufficient to cover all of the overpayment.

xiv. where the employment of a staff member with an annualised salary is terminated and this results in underpayment then the University will calculate the amount of the underpayment and pay such amount to the staff member in their final pay.

A sessional / part-year staff member applying for annualisation of salary is required complete an Annualisation of Salary Agreement. An Annualisation of Salary Agreement can be downloaded from http://www.hru.uts.edu.au/forms/index.html.

6 FURTHER INFORMATION
Further information on the sessional and part-year employment and other conditions of employment is available from the following:


Staff Services Officer, Human Resources Unit - http://www.hru.uts.edu.au/contacts/staffservices.html