



Amendment to casual employment allocation

- ❖ This form is to be completed when a casual contract of employment has been issued and the following changes are to be advised:
 - Additional hours (at existing rates) are offered to casual employees; or
 - Casual academic employees are offered additional hours at a new casual academic rate.
- ❖ The completed form is to be referred to HR Services using eSign or emailed to hr@scu.edu.au.

Contract Ref:

EMPLOYEE INFORMATION

Employees name:

Work unit:

Employees email:

Date of Birth:

AMENDMENT TO ALLOCATION

I refer to the current casual employment contract you have which expires on:

I approve the following amendment/s to be undertaken within the period of your current contract:

Supervisor:

Activity code:

Project code:

OFFER OF ADDITIONAL ALLOCATION (*academic only*):

Unit code	Student cohort location	Classification	Hourly rate	Estimated maximum hours	Details

OFFER OF ADDITIONAL ALLOCATION (*professional only*):

Classification	Hourly rate	Estimated maximum hours	Details

CONTRACT CONCLUSION:

All conditions of employment remain unchanged as per your original offer of casual employment.

The additional hours worked are to be claimed through MyHR against your existing contract.

Further information regarding the additional work can be obtained from the nominated Supervisor or the Admin contact in your work unit.

..... Date:

Head of Work Unit or nominated delegate

EMPLOYEE'S ACCEPTANCE

I accept this amendment to my current casual allocation. I agree to submit pay claims on a fortnightly basis, for all work completed within the applicable fortnightly pay period.

..... Date:

Casual employee

LIST OF DUTIES FOR ALLOCATION AMENDMENT *(if different to original offer)*: