



Engaging Casual Academic Employees Guidance Notes For School Managers and Heads of School

The following guidance notes have been developed to assist you in ensuring the correct activity type and pay rate is being applied for duties performed by casual academic employees under Schedule 4 of [The University of Queensland Enterprise Agreement 2021-2026 \(EA\)](#).

Different duties performed by casual academic employees are reflected as different activity types within the EA and attract different pay rates.

In your role, it is therefore particularly important that you ensure that the correct activity type for each activity undertaken by casual academic employees is correctly identified and selected.

The activity type should align with how it is referenced in official University documents, such as a course profiles or timetables.

The activity type must be identified with precision in any documents submitted to HR for payroll processing.

Existing above-EA rates as published on the [University's website](#) should only be used in Schools where casual academic staff have historically been engaged on these rates (i.e. prior to 2025). If it is necessary to pay an above EA rate to a new casual academic please see section 6 below.

Your attention to these matters will ensure that casual academic employees are remunerated correctly for the work they perform.

If you are ever unsure about what the correct activity type and pay rate applies to a particular activity undertaken by casual academic employees, seek advice from your local HR Client Partnering team.

1. Use of Lecture/Seminar

The EA has been amended such that a Seminar now attracts the same rate of pay as a Lecture.

Teaching Delivery

Casual Academic employees who are delivering content must be engaged to conduct Lectures/Seminars, using Codes:

- AC10A (Standard rate – Base Rate 3 x 3 hours)
- AC10E (Repeat w/in 7 days – Base Rate 3 x 2 hours)
- AC10B (Guest/Developed – Base Rate 3 x 4 hours)
- AC10C (Specialised – Base Rate 3 x 5 hours)

Example

Your School has timetabled a Seminar for 2 hours per week for each week of the 13 week Semester. Your School engages a casual academic to undertake this teaching and applies the AC10A rate for 2 hours of teaching for each of the 13 weeks. Consistent with Schedule 4 of the Enterprise Agreement, the casual academic must be engaged for a minimum of 3 hours per hour of teaching delivery. Accordingly, the casual academic is scheduled in CAHP and paid for 6 hours per week over the 13 weeks of the Semester.



2. Use of Tutorial/Workshop

The EA has been amended such that a Workshop now attracts the same rate of pay as a Tutorial.

Teaching Delivery

Casual academics engaged to deliver content must be engaged to conduct Tutorials/Workshops. Use Codes:

- AC20A (Standard rate – Base Rate 1 x 3 hours)
- AC20B (Repeat – Base Rate 1 x 2 hours)
- AC20E (PhD or equivalent – Base Rate 2 x 3 hours)
- AC20F (Repeat PhD or equivalent – Base Rate 2 x 2 hours)

Example

Your School has timetabled a Workshop for 2 hours per week for each week of the 13 week Semester. The Workshops occur on Wednesday and Thursday each week of the Semester.

Your School engages a casual academic to undertake the workshops and applies the AC20A rate for 2 hours on the Wednesday and the AC20B repeat rate for the Thursday for each of the 13 weeks. Consistent with Schedule 4 of the Enterprise Agreement, the casual academic must be engaged for a minimum of 3 hours per hour of delivery for the initial Workshop. In addition, the casual academic must be engaged for 2 hours per hour of delivery for the repeat Workshop. Accordingly, the casual academic is scheduled in CAHP and paid for 6 hours per week for the initial Workshop and 4 hours for the repeat Workshop over the 13 weeks of the Semester.

Teaching Support for Tutorial or Workshop

ORAA may be used for a Tutorial/Workshop **only** where another academic has responsibility for delivering the Tutorial or Workshop and the casual academic is providing support, the development of materials is not required, and no student engagement is required outside of the scheduled activity. Use Codes:

- AC50A (Standard Rate for each hour of such activities)
- AC50C (PhD or equivalent for each hour of such activities)

The following above EA rate codes may also be used for ORAA as applicable:

- AC50B (above EA rate – under review)
- AC50D and AC50E (Clinical Teaching above EA rates – under review)

Example 1

A Professor in your School is conducting a Workshop which runs for 4 hours per week over the course of the 13 week Semester. In order to deliver the Workshop effectively, the Professor engages a casual academic to provide additional support with group activities during the class. No preparation is required and the casual academic provides assistance to the Professor during the class. The casual academic has a PhD which means they are scheduled in CAHP and engaged for 4 hours per week on the AC50C rate of pay. As the casual academic is not responsible for any teaching duties in the Workshop, it is permissible to have the casual academic engaged on the ORAA rate for these activities.



Example 2

A Senior Lecturer in your School is responsible for conducting a 3-hour Workshop each week over a 13-week Semester. To support the delivery of group activities, the Senior Lecturer engages a casual academic to provide in-class assistance. The casual academic **is not** responsible for delivering content but is required to undertake 45 minutes of preparation before each Workshop to familiarise themselves with the session content and group activities developed by the Senior Lecturer. The casual academic is paid at the AC50A rate, classified under Other Required Academic Activities (ORAA), and is scheduled in CAHP for a total of 3 hours and 45 minutes per week over the 13 weeks, representing both the actual time spent in class and the 45 minutes of preparation.



3. Application of Contemporaneous Marking and Student Consultation

The EA has been amended such that it is no longer possible to include any marking or student consultation which occurs within 7 days of the relevant Lecture/Seminar or Tutorial/Workshop, unless that marking is directly associated with the class, occurs immediately before or after it and does not exceed the minimum engagement.

Schedule 4 of the EA states:

3.3 “Directly-associated and contemporaneous marking” included in the minimum engagement does not include bulk or course-wide marking of general assignments. Such marking will not exceed the minimum engagement, allowing also (where relevant) reasonable time for preparation and student consultation.

3.4 The directly associated duties such as student consultation and marking cannot be “banked” and directed to be worked at other times by the University. An employee required to undertake student consultation or marking that is not directly associated with a particular teaching activity will be paid for that work at the other required academic activity rate.

In order to comply with the EA, the University cannot direct that any student consultation or marking which does not occur immediately before or after the relevant class is to be worked at other times. Student consultation and marking cannot be included in the non-contact duties if the University requires that activity to be performed at a time which is separate to the class time.

However, casual academic employees may request that they perform their marking or student consultation activities at a time which is separate to the actual class time (e.g. due to the casual academic staff member’s caring responsibilities). Such arrangements, however, must only be initiated by the casual academic employee and cannot be directed by the University. Schools must invite casual academic employees to submit such requests in writing for consideration by the Head of School or School Manager on a case by case basis.

If a School does not require a casual academic to engage in student consultation, students should be explicitly instructed to contact another academic employee, such as continuing or fixed-term academic employee.

Casual Academic employees who are undertaking marking beyond the minimum engagement, or undertaking Marking at other times (e.g. not considered contemporaneous) must be engaged to for this work, using Codes

- AC30A (Standard Marking for each hour)
- AC30C (Marking as Examination Supervisor for each hour)

The following above EA rate code may also be used for Marking as applicable:

- AC30B (above EA rate – under review)

Example 1

A casual academic is engaged to deliver a Lecture each one day per week of the 13 week Semester. The casual academic is engaged under the correct AC10A rate of pay. On each day of the Lecture, a number of students stay behind to ask the casual academic questions about concepts. The discussion typically takes no more than an additional 15 minutes but may extend up to 1 hour.

Your School does not allocate additional ORAA for the student consultation time as this is directly associated with the teaching activity. (i.e. the Lecture). For this reason the student consultation time may be incorporated into the directly associated working time for the Lecture.

If your School had scheduled dedicated student consultation sessions, the casual academic must be engaged for these activities separately, such as later that day or on another day, whether scheduled or not, they must be engaged for that activity and paid the ORAA rate.



Example 2

A casual academic employee is engaged to conduct a 1 hour tutorial each Friday from 2pm to 3pm. The casual academic employee submits a written request to the School to conduct her student consultation activities on Mondays between 1pm and 2pm in relation to the Tutorial due to her need to pick up her son from School at 3:30pm. The Head of School / School Manager approves the arrangement on the basis that the consultation is directly associated with the Tutorial and for the reason that the casual academic employee has made the request on the basis of her family commitments. No additional payment under the ORAA rate is necessary.



4. Application of Other Required Academic Activities (ORAA)

ORAA represents the other forms of work that may be performed by a casual academic employee. While not exhaustive, the EA references the following activities as ORAA:

- the conduct of practical classes, demonstrations, student field excursions;
- the conduct of clinical sessions other than clinical nurse education;
- the conduct of performance or visual art studio sessions;
- facilitation of a class activity not requiring the development of materials;
- musical coaching, repititeurship, musical accompanying other than with special educational service;
- development of teaching and subject materials such as the preparation of subject guides, reading lists and basic activities associated with course coordination, or planning and coordination of a sequence of lectures or tutorial sessions;
- consultation with students;
- supervision;
- attendance at departmental and/or faculty meetings as required;
- attendance at induction sessions;
- undertaking of training as required;
- moderating a discussion forum, being available for student consultation online or in person, being available for consultation/assistance on a specific activity such as a simulation and where no preparation or follow-up is required outside of paid time; and
- attendance at, or involvement in, other academic activities as directed by their Supervisor.

If you require a casual academic employee to perform other duties which are not outlined above, please contact your local HR Client Partnering team for advice.

Note: There is no minimum engagement for ORAA. Casual academic employees must, however, be paid for all hours (or part hours) of ORAA.

The following codes should be used for ORAA:

- AC50A (Standard Rate for each hour of such activities)
- AC50C (PhD or equivalent for each hour of such activities)

The following above EA rate codes may also be used for ORAA as applicable:

- AC50B (above EA rate – under review)
- AC50D and AC50E (Clinical Teaching above EA rates – under review)



5. Intensive Teaching

The EA does not limit casual academic employees being engaged to deliver teaching via Intensive arrangements, such as a full 13 week course over 4 full days.

As a first step, if the casual academic employee is being engaged to deliver content that would normally be delivered as a Lecture/Seminar, for example, that is the rate that should be applied to all teaching contact hours.

This means that the minimum engagement period that would normally apply to those activities will continue to apply. In the case of Lecture/Seminar, the following codes apply:

- AC10A (Standard rate – Base Rate 3 x 3 hours)
- AC10E (Repeat – Base Rate 3 x 2 hours)
- AC10B (Guest/Developed – Base Rate 3 x 4 hours)
- AC10C (Specialised – Base Rate 3 x 5 hours)

Example

Your School is conducting an intensive seminar series across 4 consecutive days. Each day consists of 7 hours of teaching contact which is equivalent to a Lecture/Seminar. The casual academic is engaged on the AC10A rate which provides for a minimum engagement of 3 hours per contact hour (i.e. casual academic is paid 21 hours for each of the 4 days).

All scheduled hours for Intensive Teaching should be allocated in the CAHP system exactly as the casual academic is required to deliver. If a casual academic employee is to deliver an intensive course for 7 hours on one day, these hours should be entered as such for each day.

There should be no averaging of hours across multiple weeks. This is to ensure that the timesheet accurately reflects – i.e. with precision - the actual days and hours of work performed by the casual academic employee. This is to ensure that the University complies strictly with its record-keeping obligations.



6. Above EA Payments

The EA specifies minimum rates of pay for casual academic employees. However, in some circumstances, it may be necessary for UQ to pay higher rates, for example, to meet market rates or retain key talent.

In circumstances where a School or Faculty has approval and agreed to pay a higher rate than that which is specified in the EA (or on a UQ schedule of rates), a standard casual engagement offer should be actioned with both the employee and in the CAHP system.

Such base line engagements should align with the specific activities outlined in Schedule 4 of the EA.

Additional payments, as negotiated, should then be paid as an additional payment via the “One Time Payment” process in Workday. It is suggested that wherever possible the additional payment/s should be agreed and actioned on completion of the agreed tasks, such as at the end of a teaching Semester.

Example

Your School invites an eminent retired academic from London to deliver a series of Lectures of 1 hour each over 3 weeks of the Semester. The eminent academic agrees to undertake the Lectures on a rate which is \$200 per hour more than the specified Specialised Lecture (AC10C Specialised – Base Rate 3 x 5 hours) rate in the Enterprise Agreement.

The eminent academic is engaged on the AC10C rate for the agreed 1 hour per week for three weeks. This is outlined in the offer letter. In order to compensate the eminent academic for the additional \$200 per hour, your School provides the eminent academic with a further letter detailing the additional payments to be made on completion of the agreed 3 Lectures. Letter available from Human Resources.

In order to complete the additional payments to the eminent academic, your School submits a one-time payment via Workday for endorsement by Human Resources.