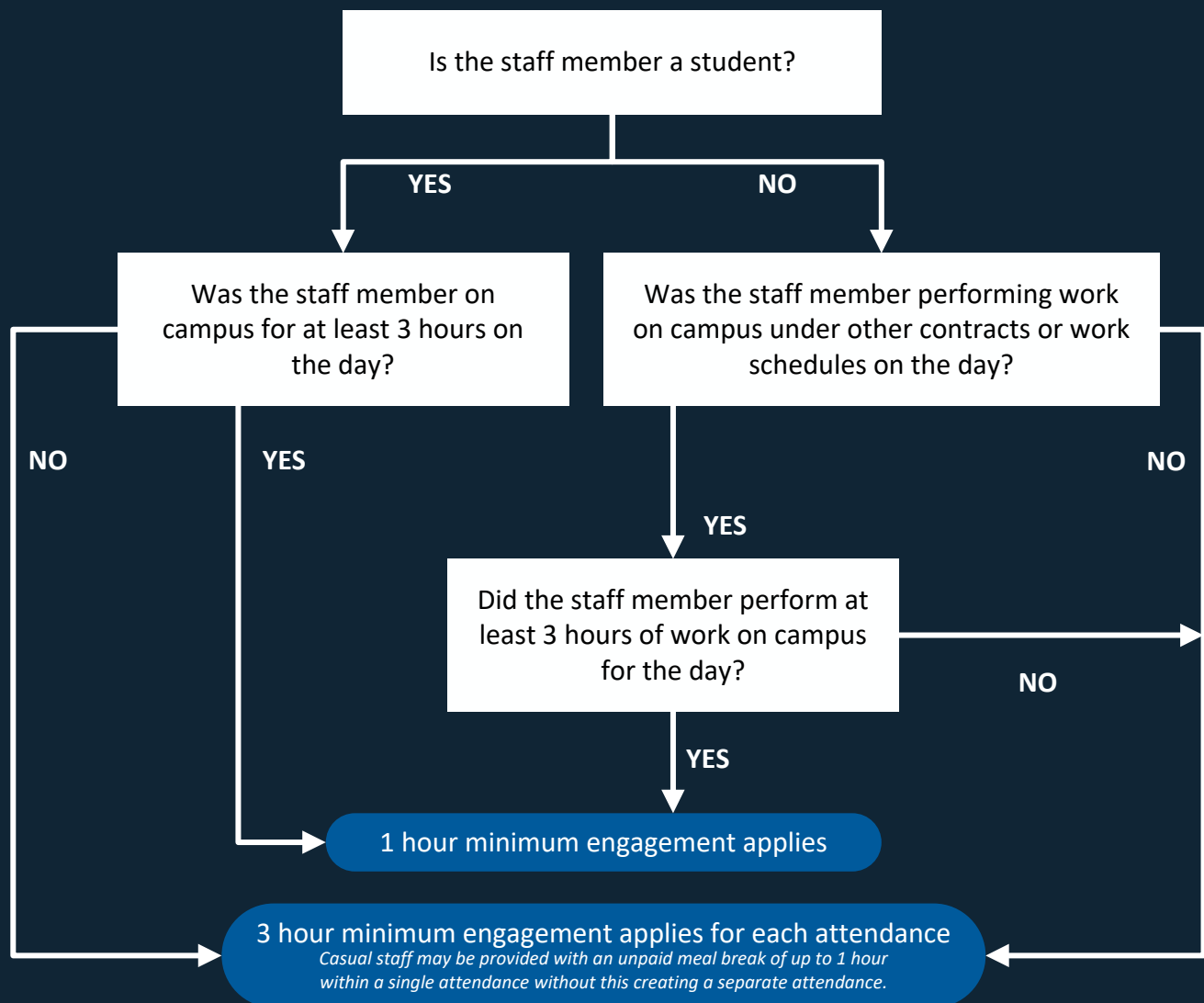


# Casual Professional Minimum Engagement Decision Tree



## Example 1 – One Work Schedule

Rob has a casual work schedule in DUO. They work between 10am – 12pm and then 4pm – 5pm. Rob will record 3 hours on their casual timesheet. Because they were not working on another contract or work schedule on the day, they will be paid for 6 hours for their casual work.

## Example 2 – Multiple Work Schedules or Contracts

James works as a fixed-term research assistant in the Faculty of SET. They also work as a casual professional in the Faculty of ABLE. On Tuesday they work 4 hours on campus under their fixed-term contract between 8am – 12pm and then work 1 hour on campus under their casual contract from 12.30pm – 1.30pm.

James will record 1 hour on their casual timesheet and select “On campus 3 hrs or more p/day” in the location field. They will be paid 1 hour for their casual work.

## Example 3 – Multiple Work Schedules /Contracts

Rita has two casual professional roles. On Tuesday, they work on campus for 1 hour between 10am – 11am and then work another 1 hour on campus between 2pm – 3pm under their other casual engagement.

Rita will record 1 hour on each of their casual timesheets and select “On campus less than 3 hrs p/day” in the location field. They will be paid a minimum engagement of 6 hours for the total of their casual work.

## Example 4 - Student

Shelley is a student who has a casual professional contract in ABLE. They attend a 1 hour lecture, then do 1 hour of study in the library, and then do 1 hour of work on campus. Shelley will record 1 hour on their casual timesheet and select “On campus 3 hrs or more p/day” in the location field. They will be paid 1 hour for their casual work.

Title	Casual Professional Minimum Engagement Decision Tree	Authorised by	Director, HR Services	Effective Date	7 January 2025	Review Date	7 January 2027	Version 1.0
-------	--	---------------	-----------------------	----------------	----------------	-------------	----------------	-------------