Additional UC Employment Procedure

Section 1 - Purpose

(1) This procedure sets out the process for the management of offers to employees with an existing Substantive Position to undertake Additional UC Employment within the University.

Section 2 - Scope

(2) This procedure applies to all full-time and part-time Academic Staff, Professional Staff, Senior Managers and Executive Staff who undertake Additional UC Employment.

(3) This procedure applies to casual and sessional employees only where the conduct of Additional UC Employment may affect or impair their ability to fulfill the inherent requirements of their role with the University.

(4) This procedure does not apply to Outside Work approval requests. All requests to undertake Outside Work must be made in accordance with the Outside or Additional Work Policy and Outside Work Procedure.

Section 3 - Procedure

Additional sessional academic employment

(5) Where an employee holds an existing Substantive Position, the employee may only engage in additional academic employment on a sessional basis.

(6) An employee may be offered additional sessional employment to undertake academic duties as described by the University of Canberra Enterprise Agreement, where those duties are either unrelated to or identifiably separate from the normal duties of their Substantive Position.

(7) In the circumstance where those duties are not unrelated or identifiably separate, they may be performed by the employee by either working overtime (Professional Staff only) or additional hours.

(8) Where an additional sessional academic employment involves a maximum of 2 delivery hours and 4 hours of associated working time, or the equivalent of 6 hours of associated working time per week. The Additional UC Employment will be presumed not to adversely affect the employee's performance in their Substantive Position or to impose an unreasonable workload inconsistent with the employee's continued health and safety. Any acceptance of an offer of additional sessional academic employment on this basis must have the prior approval and authorisation of the employee's current manager.

(9) Where an additional sessional academic employment involves more than 2 delivery hours and 4 hours of associated working time, or the equivalent of 6 hours of associated working time per week, work may be approved for acceptance by the relevant Approval Authority. Any acceptance of an offer of additional sessional academic employment on this basis requires a detailed written submission from the employee which responds to the Approval Criteria and is supported by the employee's manager for approval by the relevant Approval Authority.

(10) Where approval to undertake the additional sessional academic employment is received and the employee makes a valid acceptance of the additional sessional academic employment offer, 2 separate and distinct contracts will exist for the employee, the original substantive position and the additional sessional academic employment.

Additional non-sessional employment

(11) Most offers for additional employment will be in the form of additional sessional academic employment. However, consideration will also be given to the approval of offers of additional non-sessional employment.

(12) Any acceptance of an offer of additional non-sessional academic employment must have the prior approval and authorisation of the employee's current manager.

Additional employment for casual employees

(13) An employee that is a casual professional or sessional employee may accept an offer for an Additional UC Employment. Approval by the employees' manager is required where the Additional UC Employment may impair or affect the inherent requirements of their Substantive Position.

Approval

(14) Applications for approval to undertake Additional UC Employment must be submitted to the employee's manager and/or Approval Authority using the Additional UC Employment Approval Form.

Approval criteria

(15) Approval may be granted by the employees' manager or Approval Authority in the circumstances where the additional employment will not:

a. impose an unreasonable workload inconsistent with the employee's continued health and safety; and
b. adversely affect the performance of the employee in their existing Substantive Position;
c. create a Conflict of Interest for the employee in their existing Substantive Position;

(16) Be undertaken during the working hours where the employee is required to be available for their existing Substantive Position.

Section 4 - Responsibilities

WHO	RESPONSIBILITIES
Employees	• Employees must carefully consider whether the Additional UC Employment may, by implication, adversely affect (or be perceived to affect) the performance of the employee's regular employment duties and responsibilities. • Employees are required to declare and seek approval for Additional UC Employment in accordance with this policy.
Managers	• Managers are responsible for providing advice and managing employees in relation to the provisions of this policy, including the general standards of conduct required by University employees.

Section 5 - Definitions

TERM	DEFINITION
Additional UC Employment	The circumstances when an employee with an existing Substantive Position undertakes Additional UC Employment in accordance with this Additional UC Employment Procedure.
Approval Authority	The authority who can approve an applicant's Outside or Additional Work as set out in the Outside or Additional Work Policy.
Approval Criteria	The criteria by which requests for approval of Additional UC Employment will be measured as set out in this procedure.
Conflict of Interest	Is a situation in which an individual has competing Interests, that compromises their ability to act impartially without favouring either Interest, and may also include the Interests of their immediate family and business partners, to the extent known. A Conflict of Interest typically arises from a situation of personal gain, or avoidance of personal loss, whether financial or otherwise. Please refer to the Conflict of Interest Policy for further information on Conflicts of Interest.
Outside Work	Outside Work means any employment or Employment-Like Activity with an organisation other than the University, including when the Outside Work is to be undertaken outside of the employee's normal University working hours or the employee is on leave, including leave without pay. For the purposes of this policy, Outside Work includes self-employment, work for an incorporated entity, independent contracting or consulting, employment by a family company, or directorships and board memberships, whether paid or unpaid. Outside Work encompasses casual, part-time and full-time work and shift work. All such cases constitute Outside Work regardless of the duration of the Outside Work. Outside Work includes employment already held by an employee at the time of their initial employment by the University.
Sessional employment	An employment to a casual academic position to undertake a single or specific number of sessions and may be undertaken in the form of casual lecturing, casual tutoring, casual marking or other required academic activities.
Substantive Position	Employment to a continuing, fixed-term or casual academic or professional position for which the employee would normally occupy.

Status and Details

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