SCHOOL OF ELECTRICAL & COMPUTER ENGINEERING

INFORMATION BOOKLET
FOR CASUAL STAFF

http://www.rmit.edu.au/browse;ID=ps2pybaxq6w1

as at July 2009
As a casual employee you have been engaged to undertake administrative, research or teaching tasks within the School.

The following pages contain information to assist you in understanding the processes associated with signing-on and getting paid as a casual employee at RMIT, finding your way around the School and accessing resources to enable you to successfully carry-out the tasks for which you have been employed.
1. **INSTRUMENT OF APPOINTMENT (IOA)**
   As a new casual employee you will receive an Instrument of Appointment (IOA). This document provides terms and conditions of casual employment at RMIT.

Casual Administration Unit within People and Culture will email the IOA to your nominated email address. If you haven’t provided an email address Casual Administration Unit will contact you by phone.

When Casual Administration Unit email your Instrument of Appointment there will also be information about a number of actions that you need to undertake to complete your employment, such as logging into the Employee Self Service (ESS), reading the terms and conditions, accepting the assignment and entering your personal information.

*Please take the time to read all information provided and respond in a timely manner.*

*No work can be undertaken, or access to resources provided, without an Instrument of Appointment or without completing the hiring process.*

2. **CASUAL PAYMENTS**

Casual Academic Teaching Employees

*“Regular” Payments*

Where possible all hours for tutorials and laboratories will be treated as “regular” payments. Your sessional teaching plan will be loaded into the payroll system and the hours allocated for each fortnight will be deposited into your bank on pay day.

Please note that the preparation and marking component will be paid on the Saturday to avoid clashing with any other teaching or work within RMIT.

You can view the “regular” hours that have been entered for you by clicking on the Planned Working Time icon in ESS.

*You should check your “regular” hours and Pay Advice Slip via ESS on a regular basis to ensure that all is correct.*

Casual Research and General Employees

*“Ad Hoc” Payments*

Those engaged for a research, administrative or special project are considered to be employed on an Ad Hoc basis and will need to complete a Casual Pay Claim Form, to receive payment. You’ll find these forms at [http://www.rmit.edu.au/pc/forms](http://www.rmit.edu.au/pc/forms)

Remember to include:

- Employee Number
- Day and Dates
- Times (please use 24 hour clock)
- Total number of hours

You and your Supervisor must sign the form to validate the payment.

Submit Casual Pay Claim Forms to 10.08.32 by **5.00pm** on the Cut-Off date nominated in the Casual Payment Salary Schedule.
3. CASUAL SALARY PAYMENT SCHEDULE
Payments are made on a fortnightly basis by electronic transfer to your bank account.

The Salary Payment Schedule shows the fortnightly pay days with a $ sign. The Schedule is located at http://www.rmit.edu.au/browse;ID=bbem8goosq51;STATUS=A?QRY=calendar&STYPE=ENTIRE

A Pay Advice Slip is generated each fortnight, and is accessed via the Employee Self Service (ESS).

4. PAYMENT QUERIES
Regular Payments
If you have queries regarding the number of hours allocated for “regular” payment contact the Administrative Officer - HR, Jan Cumming on 53246, drop by 10.08.32 or email jan.cumming@rmit.edu.au Any queries regarding the amount of tax deducted email Casual.Admin@rmit.edu.au

Ad Hoc
If you have queries regarding the number of hours paid, the hourly rate applied, or the amount of tax deducted you should email: Casual.Admin@rmit.edu.au

5. CHANGE OF PERSONAL INFORMATION
Always keep your personal information up-to-date – especially your address.

You can amend your address details via ESS or submit an Employee Information Form (http://mams.rmit.edu.au/vnygnkuoq7dyz.doc) to Casual Administration Unit.

Changes to bank details can’t be changed using ESS and would need to be advised to Casual Administration Unit using the Employee Information Form.

6. PAYMENT SUMMARY (GROUP CERTIFICATES) FOR TAXATION PURPOSES
A Payment Summary will be generated after June 30, stating the income earned for the financial year. The financial year spans 1 July to 30 June ie., 01/07/2008 - 30/06/2009.

Access your Payment Summary via ESS.

NB: After you leave RMIT you will no longer have access to ESS therefore your Payment Summary will be mailed to the last recorded address on the system.

7. SUPERANNUATION
RMIT contributes to superannuation for casual staff earning $450 or more per month. Under this superannuation scheme, the employer makes contributions on your behalf when you meet the eligibility criteria. Please note that this scheme does not require any contributions from the casual employee.

This superannuation scheme is administered by an organisation called UniSuper (www.unisuper.com.au). When you first become eligible, UniSuper will write to you.
advising details of your membership. From time-to-time, you will receive account statements and other important communications so it is important to advise UniSuper if you change your address.

Temporary residents of Australia who meet the eligibility criteria can now apply for release of their benefit once they have permanently departed Australia, rather than leaving it in an Australian fund until preservation age. The payment is known as Departing Australia Superannuation payments and details are available on the Australian Taxation Office website at [www.ata.gov.au/super](http://www.ata.gov.au/super)

You can also find superannuation information on RMIT’s website at [http://mams.rmit.edu.au/13pm628otndd1.doc](http://mams.rmit.edu.au/13pm628otndd1.doc)

8. CONTACT INFORMATION

**Casual Administration Unit – People and Culture**

**Location:**
Casual Administration Unit  
People & Culture  
Building 88 Level 3  
440 Elizabeth Street  
Melbourne, Vic. 3000

**Postal:**
Casual Administration Unit  
People & Culture  
GPO Box 2476V  
Melbourne, Vic 3001

**Telephone:**  
(03) 9925 0600

**Email:**  
Casual.Admin@rmit.edu.au
9. KEY SCHOOL CONTACTS

**Supervisor**
Is the main person to support and advise you in your work.
(usually the staff member who would have recruited you to the casual position).

**Discipline Heads**

If your supervisor is unavailable, or you have other concerns regarding your assignment you can also contact the relevant Discipline Head as listed below.

<table>
<thead>
<tr>
<th>Discipline Group</th>
<th>Staff member</th>
<th>Email Address</th>
<th>Ext#</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Engineering</td>
<td>Assoc Professor James Scott</td>
<td><a href="mailto:james.scott@rmit.edu.au">james.scott@rmit.edu.au</a></td>
<td>53248</td>
<td>12.08.04</td>
</tr>
<tr>
<td>Electrical Energy &amp; Control Systems</td>
<td>Professor Liuping Wang</td>
<td><a href="mailto:liuping.wang@rmit.edu.au">liuping.wang@rmit.edu.au</a></td>
<td>52100</td>
<td>10.08.08</td>
</tr>
<tr>
<td>Electronic &amp; Biomedical</td>
<td>Professor Alireza Baghai-Wadji (Ali)</td>
<td><a href="mailto:alireza.baghai-wadji@rmit.edu.au">alireza.baghai-wadji@rmit.edu.au</a></td>
<td>52851</td>
<td>10.07.16</td>
</tr>
<tr>
<td>Computer &amp; Networks</td>
<td>Professor Henry Wu</td>
<td><a href="mailto:henry.wu@rmit.edu.au">henry.wu@rmit.edu.au</a></td>
<td>55376</td>
<td>87.02.02</td>
</tr>
</tbody>
</table>

Any issues or needs regarding furniture, carpentry, cleaning, maintenance, etc should be directed to:

<table>
<thead>
<tr>
<th>Position</th>
<th>Staff name</th>
<th>Email Address</th>
<th>Ext #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Manager</td>
<td>Glenn Newell</td>
<td><a href="mailto:glenn.newell@rmit.edu.au">glenn.newell@rmit.edu.au</a></td>
<td>52840</td>
<td>10.08.12</td>
</tr>
</tbody>
</table>

For problems in the laboratory or with laboratory equipment contact:

<table>
<thead>
<tr>
<th>Position</th>
<th>Staff name</th>
<th>Email Address</th>
<th>Ext #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services Manager</td>
<td>Chris Arthur</td>
<td><a href="mailto:cja@rmit.edu.au">cja@rmit.edu.au</a></td>
<td>52096</td>
<td>12.08.22</td>
</tr>
</tbody>
</table>

If you have any general queries regarding the allocation of hours or casual processes contact:

<table>
<thead>
<tr>
<th>Position</th>
<th>Staff name</th>
<th>Email Address</th>
<th>Ext #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Officer , HR</td>
<td>Jan Cumming</td>
<td><a href="mailto:jan.cumming@rmit.edu.au">jan.cumming@rmit.edu.au</a></td>
<td>53246</td>
<td>10.08.32</td>
</tr>
</tbody>
</table>
SCHOOL RESOURCES / INFORMATION – ACADEMIC SESSIONAL TUTORS

10. ON-LINE TRAINING
Completion of on-line training modules for OHS and Equal Opportunity module 1 mandatory. Go to http://www.rmit.edu.au/browse;ID=8regtdpxg8tz
You will need to login.

11. DATES OF SEMESTER IN 2009
There are some specific dates associated with the academic year that you need to be aware of, such as semester start and end dates, non-teaching periods etc. Access the Academic Calendar for 2009 at: http://www.rmit.edu.au/browse;ID=557wozpxskyf;STATUS=A?QRY=academic%20calendar&STYPE=ENTIRE

12. STUDENT ASSIGNMENTS
Assignments handed into the General Office 10.08.32 will be stamped and placed in your mail box in 10.07.28. Remember to check your mail box on a regular basis. If you haven’t been allocated a mail box contact Elima Finaly in 10.08.32 or phone 52090.

13. LEARNING HUB
Access to the Learning Hub will be arranged for you after you have completed the hiring process and have a computer account.

14. PRINTING / PHOTOCOPYING
Day-to-day copying requests for laboratories/tutes can be presented to the Teaching & Learning Office, located at 10.08.32, or email SECE SECE@rmit.edu.au

15. TIMETABLES
You can find course timetables at http://sts.rmit.edu.au/sts/readonly/ro_courses.jsp

16. ROOM CLASHES
Report room clashes to your Course Coordinator.

SCHOOL RESOURCES / INFORMATION – ALL CASUALS

17. KEYS
Keys will only be issued to casual staff who have an “Instrument of Appointment”.
For buildings 10 and 12 contact the School Key Register Coordinator, Peter Cizevskis on 52092, located at 12.09.04 or email SECE-Security@ems.rmit.edu.au
For building 87, contact Michael Van Den Acker on 55369, located in 87.03.05
18. COMPUTER & EMAIL ACCOUNT
After you have received your IOA and have accepted the assignment and completed your personal information, ITS will create a computer and email account for you.

The login:
Username: Employee No (eXXXXX);
Initial password your date of birth YYYYMMDD. I

If you have problems logging in phone ITS on 58888 or email helpdesk@rmit.edu.au

19. LOCATION OF ROOMS
RMIT Laboratories / Lecture theatres / Offices are numbered by the following sequence
Example: 10.07.03 = Building 10, Level 7 Room 3

20. ACCESS CARD
For new & returning academic sessional staff who are RMIT postgraduate research students use Student Access Card.

External academic sessional staff and Ad Hoc casuals will be issued with an Access Card as appropriate.

21. STATIONERY
The School has a basic supply of stationery available from the cabinet in 10.08.32 between the hours of 9.00am and 5.00pm, Monday to Friday. Requests for special stationery items can be logged at Reception (10.08.32).

22. STAFF ROOMS & FACILITIES
Tea and coffee making facilities are available in the main staff room 10.07.28, and the meeting room 10.08.07. There are toilets in buildings 10, 12 & 14 on all levels.

23. LETTER OF EMPLOYMENT CERTIFICATION
If you need to verify employment status for any personal reason or to use the library facilities, please request a letter of statement from Jan Cumming, School Human Resources Officer, email to jan.cumming@rmit.edu.au

24. SECURITY & EMERGENCY INFORMATION
Emergency Phone Numbers

Brunswick, Bundoora and City Campuses

In the event of a medical emergency:

- Contact the nearest first aider
- If necessary, call an ambulance on 0-000 (internal phone) or 000 (external phone)
- If an ambulance is called, notify Security on ext. 53333 to facilitate ambulance access on to campus.
In the event of other emergencies:

- Dial ext. 53333 (Security)
- If no answer, dial 0-000 (internal phone) or 000 (external phone) and ask for the emergency service required.

Detailed information at:

http://www.rmit.edu.au/browse;ID=8t845e4zorxf1;STATUS=A?QRY=security%20office&S TYPE=ENTIRE

25. **OCCUPATIONAL HEALTH & SAFETY**

You must complete the on-line OHS module at

http://www.rmit.edu.au/browse;ID=8regtgdpxg8tz

You must report hazards, near misses, and injuries occurring during tutorials or laboratories.

Seek advice and obtain Incident Reports and Hazard or Near Miss Report Forms from a SECE OH & S Representatives listed below:

<table>
<thead>
<tr>
<th>Building 10</th>
<th>Location</th>
<th>Staff name</th>
<th>Ext #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 8, Room 06</td>
<td>Vilma Athanasiadis</td>
<td>51013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building 12</th>
<th>Location</th>
<th>Staff name</th>
<th>Ext #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bldg 10 Level 8 Rm 9</td>
<td>Anthony Holland</td>
<td>52150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building 87</th>
<th>Location</th>
<th>Staff name</th>
<th>Ext #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 3, Room 05</td>
<td>Michael Van Den Acker</td>
<td>55369</td>
</tr>
</tbody>
</table>

26. **FIRE WARDENS**

10.02 Ivan Kiss & Sinisa Gavrilovic  
10.07 Dave Latter & Sam Pender  
10.08 Thurai Vinay  
10.13 Civil & Chem  
12.07 Chris Arthur  
12.08 Dave Welch  
12.09 Kyrie Hadjiloizou & Yuxun Cao  
87.02 Michael Van Den Acker  
87.03 Michael Van Den Acker
27. FIRST AID

TRAINED FIRST AIDERS:

Building 10

<table>
<thead>
<tr>
<th>Location</th>
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<td>51013</td>
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Building 12

<table>
<thead>
<tr>
<th>Location</th>
<th>Staff name</th>
<th>Ext #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 9, Room 29</td>
<td>Paul Jones</td>
<td>52452</td>
</tr>
</tbody>
</table>

Building 87

<table>
<thead>
<tr>
<th>Location</th>
<th>Staff name</th>
<th>Ext #</th>
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</thead>
<tbody>
<tr>
<td>Level 3, Room 05</td>
<td>Michael Van Den Acker</td>
<td>55369</td>
</tr>
</tbody>
</table>

LOCATION OF FIRST AID KITS:
10.08.06
10.08.32
12.09.07
12.09.27
87.02.01