

Tuesday, 20 December 2016

Reference: 9541



Sharon Champness
Director

PEOPLE AND WORKFORCE STRATEGY

Staff No: 415586

Job No: 01

Miss Sharlene Von Drehnen
36 BOWDEN ROAD
WOY WOY NSW 2256

Dear Sharlene

Offer of Employment

I have pleasure in offering you employment at the University of Newcastle as Casual Pass Leader, HEW 01, Step 01 with the Student Central on a casual basis. Employment is offered on the basis of your acceptance of the attached terms and conditions.

This is an exciting time to join the University of Newcastle. We are building on strong foundations to realise the UON 2025 Vision to be a global leader.

For more than 50 years, the University of Newcastle has built an international reputation for research strength and a commitment to quality teaching and learning, environmental sustainability and equity and social justice. The challenge for the University is to build on our foundations as a world-class university and establish a strong global leadership role.

The University of Newcastle is committed to attracting and recruiting a world-class team; and to providing a healthy and rewarding place to work. On behalf of the University, I hope you will enjoy working here.

If you require further information, please email your Onboarding Team at UoNstudents-Onboarding@newcastle.edu.au who will assist you with settling into your role at the University.

Yours sincerely

Sharon Champness
Director, PEOPLE AND WORKFORCE STRATEGY

Position and Commencement

You will be employed as Casual Pass Leader in Student Central, Academic Division. Your primary place of employment will be at the Central Coast Campus, however you may be required to work at other locations on occasion.

It is expected that employment will be available between 21/12/2016 and 20/12/2017, however this may change and you will be advised accordingly.

Your duties will be in accordance with the HEW Level Descriptors and Position Description.

In this position you will report to Ms Karen Cutts, Student Engagement Team Leader.

Salary and Superannuation

Your rate of pay is \$30.81 per hour.

The University makes Superannuation contributions on behalf of eligible casual employees in accordance with the Superannuation Guarantee legislation. Contributions are paid to UniSuper Ltd, the named Superannuation fund in The University of Newcastle Professional Staff Enterprise Agreement 2014. You are not required to complete an application form, however for your information, the Accumulation 1 Product Disclosure Statement (PDS) booklet is available via the link: <http://www.unisuper.com.au/forms-and-documents/product-disclosure-statements>.

Hours of Work

Hours of work will be allocated by your supervisor dependent on the requirements of the work area.

You are required to submit timesheets through HRonline. First-time users will need to set passwords prior to use. HRonline (and instructions for first-time users) can be found at <http://hronline.newcastle.edu.au>. You will be provided the name of your timesheet approver by your local Onboarding Team.

Right to Apply for Conversion

Clause 48.34 of the University of Newcastle Professional Staff Enterprise Agreement 2014 outline the circumstances when a casual staff member may apply for conversion to continuing or fixed-term employment.

Deduction from Payments

To the extent permitted by law, the University may take deductions from your salary or leave entitlement in the event of:

- (i) overpayment by the University;
 - (ii) any unauthorised absence or default;
 - (iii) your owing any debt to the University, including any unauthorised expenditure incurred by yourself on behalf of the University;
 - (iv) insufficient notice of termination; or
- agreement between the University and yourself over specific deduction(s).

Governing Workplace Instrument

Your conditions of employment will be covered by the [University of Newcastle Professional Staff Enterprise Agreement 2014](#) (or any industrial instrument that replaces the Agreement).

This Enterprise Agreement does not form part of your contract of employment with the University.

Fair Work Information Statement

The Federal Government requires us to issue new employees with the Fair Work Information Statement upon employment with the University. The statement defines minimum employment standards that employers must meet. This statement may be accessed via <http://www.fairwork.gov.au/FWISdocs/Fair-Work-Information-Statement.pdf> Please direct any queries regarding this to Employee Relations, Human Resource Services, by calling 4921 7288.

Policy and Procedures

You are required to comply with the policies, rules and procedures of the University as amended from time to time. Amendments are published in the online [Policy Library](#).

Code of Conduct

It is the University's philosophy that we maintain the highest standards of behaviour at all times. Your acceptance of the University's offer of employment will be deemed as your agreement to comply with the [Code of Conduct](#), including as it may be amended from time to time.

Work Health and Safety

The University is committed to achieving a safe and healthy workplace. You must work in a manner that will not injure or put at risk yourself, fellow employees or any other person in the workplace, and comply with the University's workplace health and safety policy and procedures.

You must report all incidents or accidents that come to your attention immediately to your direct manager/supervisor, and through the University's workplace health and safety reporting system.

It is an essential requirement of employment for all staff to complete the Health and Safety Certification prior to commencement or on the first day of employment. The link to the Health and Safety Induction Certification training can be found in the UONboard section of this letter.

Surveillance

The University carries out CCTV surveillance as part of ensuring the safety and wellbeing of staff, students and visitors. CCTV surveillance is carried out by camera (both fixed cameras and cameras set up temporarily at various locations) and the University also undertakes surveillance of computer usage by staff members, in accordance with the University Policy and Procedures found at: [UON CCTV Policy](#) and [UON CCTV Procedure](#).

The surveillance operates continuously and is intended to be ongoing. Your personal information may be collected via the surveillance and this cannot be avoided.

By accepting the University's offer of employment, you consent to the University using data collected from surveillance for:

- (i) legitimate purposes related to your employment with the University or any other of the University's legitimate business activities or functions, including disciplinary proceedings or performance management;
- (ii) disclosure to a law enforcement agency in connection with the detection, investigation or prosecution of an offence;
- (iii) use or disclosure for a purpose that is directly or indirectly related to the taking of civil or criminal proceedings; and

- (iv) use or disclosure reasonably believed by the University to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property.

Termination of Employment

You are required to provide at least one (1) hours' notice of termination of employment, or forfeit one (1) hours' pay or part thereof.

Should the University wish to terminate your employment, you will be given at least one (1) hours' notice of termination of employment, or payment in lieu of such notice.

UONboard Program

It is important you are familiar with your new environment and our culture as well as your new role at the University of Newcastle. Your supervisor and Onboarding Officer will provide you with your on-job induction and will assist you with completing the required learning on your first day and over your first weeks and months of employment.

The online [UONboard](#) program provides essential information about your employment conditions, safety and wellbeing at work, and is an essential requirement of employment. As part of the orientation program, you will be required to complete the online [Health and Safety Induction Certification](#) on your first day at the University.

A valid staff ID is required to complete the online training. Your supervisor or Onboarding Officer can assist you with obtaining this information.

If you have successfully completed the UONboard program in the last 12 months, you are not required to complete this program again.

Offer Conditions

This offer of employment is conditional upon you meeting the following requirements.

The University reserves the right to withdraw this offer, or to terminate your employment with immediate effect if it is found that you do not satisfy the following requirements:

1. You are an Australian citizen; or, are legally permitted to work in Australia for the duration of your employment with the University.
2. You will produce original photo documentation for the purpose of verifying your identity before commencing employment.
3. You comply with the conditions of your current visa including work limitations and/or restrictions and you consent to Human Resource Services conducting audits of your employment records.
4. You will notify Human Resource Services of any change to your immigration status.
5. You possess all qualifications, licences and certificates required in the position description, and agree to provide originals for sighting, or certified copies.
6. You declare you have not left University employment within the last 24 months with a Voluntary Separation Payment or Redundancy payment.
7. You are able to safely carry out what you understand to be the inherent requirements of this position without risk of injury or exacerbation to an existing condition. If you have concerns regarding the inherent requirements of this role and restrictions you might have, please contact the Health and Safety Team on 02 4921 8847 or via email healthandsafety@newcastle.edu.au so that, where practicable, reasonable adjustments to the workplace can be planned to accommodate your restrictions. This may include the development of a Personal Emergency Evacuation Plan if you have mobility restrictions that could impede your safe egress in the event of an emergency.

8. You agree, when requested by the University to complete additional health assessments and present to University Health Services for subsequent screening, within the proposed timeframe in order that baseline metrics and/or information pertaining to your health and wellbeing may be determined.
9. You do not have a criminal record relating to an offence which would prevent your fulfilling the inherent requirements of this position or which may present a risk to the public perception or reputation of the University.
10. You agree to protect all confidential information and will not disclose, release or discuss such information with any person or organisation; a) without the prior written consent from the University; and, b) unless such disclosure is an inherent or delegated responsibility of your position.

You consent to Human Resource Services conducting all enquires necessary to verify the authenticity of all documents provided by you. Any false information will be notified to Universities Australia and may be made available to other Universities Australia members.

TO ACCEPT THIS OFFER

You must **sign and date** the page titled Acceptance – Offer of Employment **and initial each of the preceding pages** and return it to Human Resource Services within seven days (**and prior to your commencement of employment**) via return email.

This letter of offer supersedes all prior discussions, communications and arrangements between you and the University.

All forms identified on the accompanying check list must also be completed and returned to Human Resource Services with your signed letter of acceptance, (or prior to commencing employment).

Please note that the return of your signed Letter of Offer and successful completion of the Health and Safety Induction Certification initiates our payroll process. Failure to return your signed acceptance or complete Health and Safety Induction Certification training may delay or cause inaccurate payments.

If there are any aspects of this letter of offer you would like clarified, please contact Human Resource Services on the number provided below.

Yours sincerely



Sharon Champness

Director, PEOPLE AND WORKFORCE STRATEGY

HRS Contact Phone: +61 2 4033 9999

HRS Contact Email: hrrsupport@newcastle.edu.au.

ACCEPTANCE - OFFER OF EMPLOYMENT

Please ensure that the preceding pages of this Letter of Offer are initialled and returned along with this acceptance.

You must provide acceptance via return email to hrcontracts@newcastle.edu.au.

By signing below, I acknowledge that I understand and agree to all terms and conditions specified in the letter of offer with reference 9541 dated Tuesday, 20 December 2016 on the preceding pages and accept the offer of employment with the University in accordance with those terms and conditions.

Signature S. VonDrehnen

Name Sharlene Von Drehnen

Date 21/12/2016