INTRODUCTION

The University of Notre Dame Australia’s enabling Act of Parliament (The University of Notre Dame Australia Act 1989) states that the Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values;

and

(b) the provision of an excellent standard of –
   (i) teaching, scholarship and research;
   (ii) training for the professions; and
   (iii) pastoral care for its students.

The Apostolic Constitution on Catholic Universities*, issued by Pope John Paul II, establishes the framework within which staff of Notre Dame Australia seek to accomplish the Objects of the University. It establishes the principles underlying the conditions of employment of staff, and the teaching and research policies of the University. The Constitution makes the following statement:

The University Community. A Catholic university pursues its objectives through its formation of an authentic human community animated by the Spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ, which gives the institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterised by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn everyone in the community helps in promoting unity, and each one, according to his or her role and capacity, contributes towards decisions which affect the community and also towards maintaining and strengthening the distinctive Catholic character of the institution.

University teachers should seek to improve their competence and endeavour to set the content, objectives, methods and results of research in an individual discipline within the framework of a coherent world vision. Christians among the teachers are called to be witnesses and educators of authentic Christian life, which evidences an attained integration between faith and life, and between professional competence and Christian wisdom. All teachers are to be inspired by academic ideals and by the principles of an authentic human life.

Directors and administrators in a Catholic university promote the constant growth of the university and its community through a leadership of service; the dedication and witness of the non-academic staff are vital for the identity and life of the university.

All the basic academic activities of a Catholic university are connected with and in harmony with the evangelising mission of the Church; research carried out in the light of the Christian message which puts new human discoveries at the service of individuals and society; education offered in a faith context that forms men and women capable of rational and critical judgment and conscious of the transcendent dignity of the human person; professional training that incorporates ethical values and a sense of service to individuals and society; the dialogue with culture that makes faith better understood, and the theological research that translates the faith into contemporary language.

(* Ex Corde Ecclesiae, Apostolic Constitution on Catholic Universities, 1990)
The following conditions of employment shall apply to all casual general staff employed by the University.

1. **Personal Commitment**
   The University requires a personal commitment from all casual general staff members to respect the beliefs, traditions, and practices of the Catholic Church and to advance the Objects of the University as defined in its Act of Parliament.

2. **Letter of Appointment and Agreement**
   A prospective casual general staff member will receive a Letter of Appointment and an Agreement. A person will become a casual general staff member at the time specified in the Letter of Appointment and Agreement, provided a signed copy is given to the Staffing Office by the designated date.

3. **Term of Appointment**
   Notwithstanding the inclusion of a nominal start and end date in the Letter of Appointment and Agreement to a casual general staff, all casual general staff members of the University are employed on a casual basis.

   The employment of a casual general staff member will not be extended. Subsequent casual employment requires a new Letter of Appointment and Agreement.

4. **Variation/Termination of Employment**
   The hours of casual duties for which the casual general staff member has been engaged can be changed/withdrawn by either the University or the casual general staff member with 1 hour’s notice.

5. **Leave Entitlements**
   As the casual general staff member is engaged on a casual basis, the casual general staff member has no entitlement to accrue leave of any form during his or her period of employment with the University.

6. **Rates of Pay**
   The casual general staff pay rates offered by the University incorporates a loading to include leave of any kind and all loadings for public holidays (if any). No additional payments are made.

7. **Public Holidays**
   The casual general staff member may be required to work on a public holiday if such public holiday is designated as being a working day on the University calendar. In such cases, no additional payments will be made to the casual general staff member, as this obligation is factored into the rate of pay.

8. **Meal and Other Breaks**
   Meal breaks and other breaks are unpaid; any meal break or other break that exceeds the maximum of 1 hour should be discussed with the supervisor.

9. **Worker’s Compensation**
   Casual general staff members are covered by the University’s Workers’ Compensation Insurance Policy.
10 Policies and Procedures
To the extent to which they are relevant, casual general staff members are bound by all policies, procedures and Code of Conduct of the University as from time to time are in force.

11 Changes to Conditions
Conditions of employment may be altered by the Board of Directors on the recommendation of the Vice Chancellor at any time. Commitments by the University in individual contracts will not be altered by changes to these general conditions without the consent of the casual general staff member involved.

12 Salary
Salary shall be paid fortnightly into a bank account nominated by the casual general staff member.

13 Intellectual Property
Subject to separate agreement between the University and the casual general staff member, and as further detailed in the University’s policy on Intellectual Property, the University owns the rights to any intellectual property created by a casual general staff member in the course of the casual general staff member’s employment with the University.

14 Confidentiality and use of Official Information
Casual general staff members are expected to maintain confidentiality, integrity and security of official information for which they are responsible, or to which they may have access, in any academic or administrative area.

In particular, unless required by law, personal and official information (such as academic records) provided by and about staff and students must not be given to third parties without the informed consent of the individuals concerned.

The University of Notre Dame Australia is bound by amendments to the Privacy Act 1988 (Cth) which came into effect on December 21, 2001. The University has adopted a matching Privacy Policy. It is the responsibility of each casual general staff member to be familiar with the University’s Privacy Policy, and to follow it in their work practices.

15 Performance Obligations
In addition to any obligations imposed under the University’s Code of Conduct, casual general staff members must take reasonable care in the performance of their required duties and must act honestly and with integrity while at work.

A casual general staff member is expected to contact his/her supervisor to inform the supervisor if he or she is unable to attend work. Wherever possible, such notice should be given prior to the set start time on the day(s) on which the casual general staff members cannot attend work.

The University reserves the right to terminate, without notice, the contract of a casual general staff member for misconduct.

16 Use of University Facilities and Equipment
All casual general staff members are expected to use all facilities and equipment efficiently and effectively and not to permit their misuse by themselves or others.
All casual general staff members must adhere to University policy in relation to use of email, internet, photocopying, University letterhead, and other such matters as determined by the Vice Chancellor. In general, the resources of the University should not be used by the casual general staff member for private purposes unless approved by the Vice Chancellor or his delegate.

17 Smoking
The University has a non-smoking policy. Smoking is not permitted in any campus building or any campus open space.