

Additional Work Policy

Section 1 - Purpose and Context

- (1) The policy and procedures for the undertaking of additional work by academic staff members are set out in the current [Academic Staff Agreement](#). Any professional staff member who undertakes additional work must first receive the approval of the Dean or Director of his or her functional area to ensure that the undertaking of additional work does not result in any conflict of interest or in any negative impact on his or her ability fulfil the functions of his or her substantive position.
- (2) The University has obligations under Income Tax legislation to ensure that it does not facilitate the avoidance of tax by its employees. The University's payroll system facilitates the automatic deduction of income tax at source as required under the legislation.
- (3) In addition, the University has an obligation to provide mechanisms that reduce the potential for corrupt, avoidance, or other anti-social activity. Although there may be cases where the University approves the undertaking of discrete work, which is clearly additional to workload, for audit and transparency reasons this policy requires all payments to employees of the University to be made via the payroll.
- (4) This policy applies to all ongoing and fixed-term full-time and part-time employees of the University.
- (5) Refer also to the [External Work Policy](#) and the current [Academic Staff Agreement](#).

Section 2 - Definitions

- (6) The following definitions apply for the purpose of this policy:
- additional work for academic staff - is work that is in addition to the work specified in their workload agreement, provided that the additional work does not interfere with their ability to undertake the work contained in their workload agreement and does not conflict with their obligations to the University.
 - additional work for general staff - is work that is performed in addition to the functions described in their Position Description, for which they have contracted hours (140 hours per four week period for full-time general staff).

Section 3 - Policy Statement

Part A - Additional Teaching

- (7) For all additional teaching for the University, payment will be made through the University's payroll at the rates of pay for casual work of the kind in question, in accordance with the criteria laid down in the provisions relating to casual academic work contained in the current [Academic Staff Agreement](#) or their contract of employment (as appropriate). These rates of pay may only be varied if approved by the relevant Dean or Deputy Vice-Chancellor.

Part B - Additional Work other than Teaching

(8) For additional work where the University is the employer, other than teaching, such as consultancies, the relevant Dean or Deputy Vice-Chancellor will negotiate the amount of the payment to the staff member.

(9) For additional work, other than teaching, payment will also be made through the University's payroll system.

Part C - Additional Work/Teaching for a Related Western Sydney University Entity

(10) A wholly or partly owned entity of Western Sydney University may engage University staff under the following circumstances:

- a. the related University entity may enter a contract with a University organisational unit (such as a School) for the provision of specific services for an agreed payment. The Dean or Deputy Vice-Chancellor will decide whether the work carried out by individual staff is "additional work".
- b. the related University entity may enter into a contract with the University staff member. It is the responsibility of the University staff member to ensure that the appropriate approvals are obtained.

(11) Payments to individual staff will be made via the payroll.

Section 4 - Procedures

(12) Nil.

Section 5 - Guidelines

(13) Nil.

Status and Details

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