

HR002
PEOPLE AND CULTURE
INFORMATION SHEET FOR CASUAL EMPLOYEES
Regulation of your employment conditions at La Trobe University

As an employee of La Trobe University your workplace conditions are regulated by The La Trobe University Enterprise Bargaining Agreement 2004-2008

The **La Trobe University Enterprise Bargaining Agreement 2004 – 2008** (EBA) can be accessed at <http://www.latrobe.edu.au/hr/eba/latrobe-eba-04-08.pdf>

A hard copy is available on request from the employing Department.

Offer of Casual Employment Form

You must complete the Offer of Casual Employment Form in the relevant sections and sign in the indicated places.

- Casuals who have not been paid in any of their contracted areas for a period of 12 months will be ceased from the Payroll.
- Superannuation eligibility and information can be obtained at <http://www.latrobe.edu.au/hr/recruitment/superannuation.htm#staff>
- Orientation Information of New Staff Members can be obtained at <http://www.latrobe.edu.au/hr/stafforientation/>
- An Information Sheet of Equal Opportunity policies and practice at La Trobe University can be obtained from <http://www.latrobe.edu.au/equity/eqpols/epublications.htm>
- Information on Working with Children Check card can be found at <http://www.latrobe.edu.au/hr/recruitment/working-with-children/>