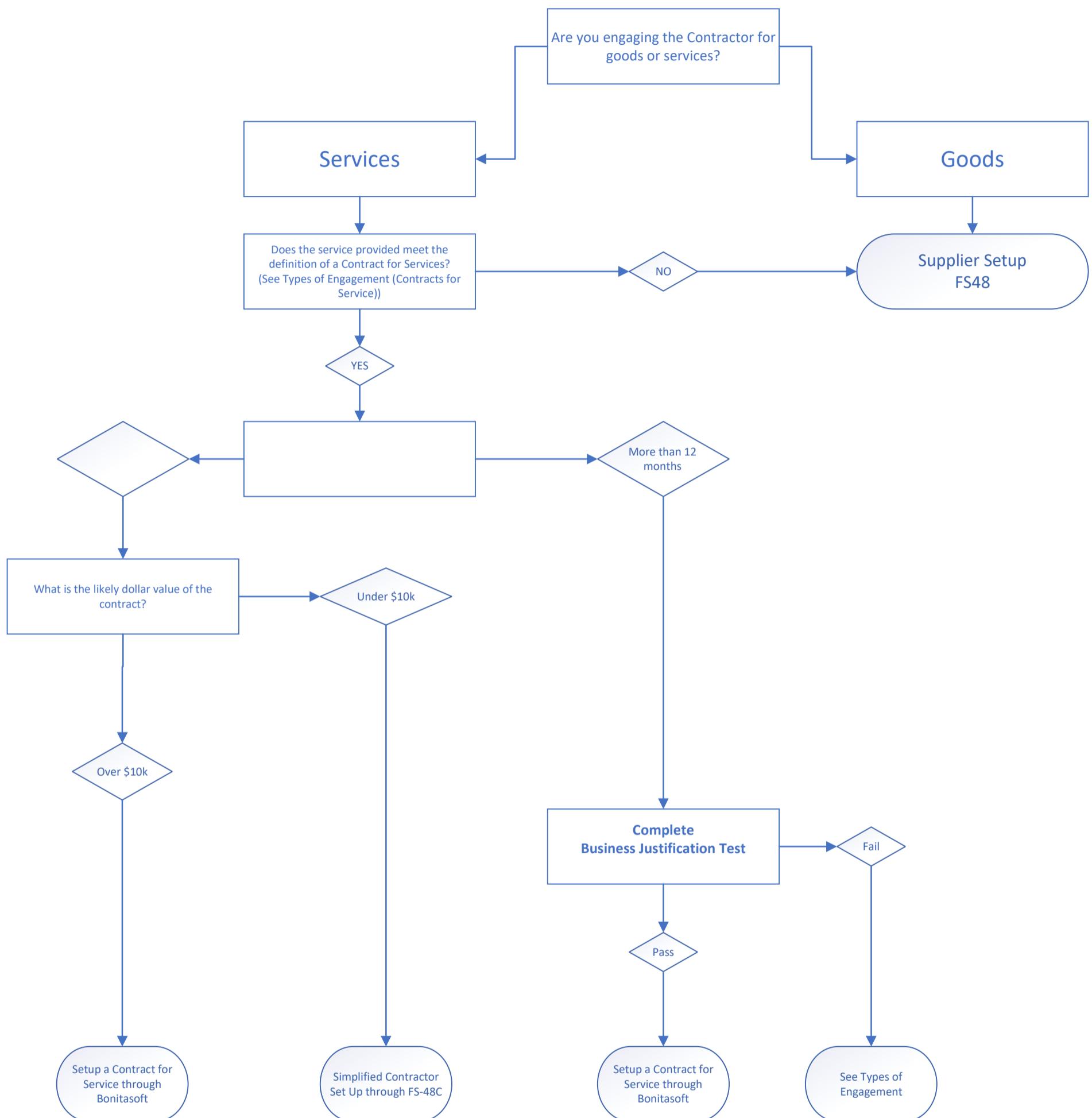




Contract for Service Decision Tree



Types of Engagement

	Permanent	Fixed-term	Casual	Casual (one-off payment)	Independent contractor (contract for service)
Definition	Full-time or part-time no fixed end date intention of ongoing employment.	Full-time or part-time a specified term that has an end date. Must be a genuine reason for the fixed-term position, stated in the employment agreement.	Work on an as required basis. Indefinite period of employment Employee is free to turn down work when it is offered.	Full-time or part-time. Employed for a specific event or period, for up to 14 days. If the time frame extends beyond 14 days, then a fixed-term agreement should be used.	An individual or organisation that supply the services of a specialised nature. Provide the same or similar service to other organisations. Contractors cannot be employees of the University.
Common examples	To replace someone who has resigned. To fill a newly created permanent position.	To provide cover for a vacancy while a permanent appointment is made. To cover for someone who is on leave. To do a specific task or project, eg, review of HR policies.	To manage seasonal fluctuations, eg, call centre staff. To ensure legal compliance, eg, early childhood educators who cover a staff absence, to maintain a child:staff ratio.	To complete a specific task, eg, helping with an office relocation. To cover a specific event, eg, alumni staff during graduation week.	An industry professional with specialised knowledge required for a short-term assignment.
Continuity of work	Open-ended employment contract.	Employment will end: at a specific date on the occurrence of a specific event.	Variable, on an as-needed basis.	An intended short period that may not be specific but does not exceed 14 days.	Pre-determined in the terms of contract but no longer than 12 months in the first instance.
Working days/hours	Pre-determined in the employment agreement.	Pre-determined in the employment agreement.	Variable, on an as-needed basis.	Variable, on an as-needed basis. Due to the short-term nature, work hours are usually agreed at the time work is requested.	Pre-determined in the terms of the contract.
Obligation to work	Pre-determined in the employment agreement.	Pre-determined in the employment agreement.	Employee can turn down work. University has no commitment to offer set hours or further work.	Determined at start of employment. University has no commitment to offer further work.	Pre-determined in the terms of the contract.
Notice period	As per employment agreement.	Ends on date specified in the offer of employment. Where parties wish to end agreement earlier, reasonable notice must be given in writing (or by the notice specified in the agreement, if applicable).	One day's notice, in writing, by either party.	One day's notice, in writing, by either party.	Pre-determined in the terms of the contract.

Business Justification Test

