



# Casual Employment Procedure

Procedure Number  
WCDHB-HR-0014

Version Nos:  
6

## 1. Purpose

West Coast District Health Board (WCDHB) will follow this Procedure where it can be demonstrated that casual staff are required to be employed.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

For the purposes of this Procedure:

*Casual employee* is taken to mean an employee who has no set hours or days of work and who is normally asked to work as and when required.

## 4. Responsibilities

For the purposes of this Procedure:

the relevant *Manager is* required to:

- ensure that casual staff are employed in accordance with the WCDHB Recruitment Procedure;
- ensure that the requirements for the specific period of employment is clearly communicated to the casual staff.

the *Human Resources Department* is required to:

- support and assist the relevant Manager

## 5. Resources Required

This Procedure requires no specific resources.

## 6. Process

- 1.00 Before employing a casual staff member, the relevant Manager is required to be able to demonstrate that casual staff are required to be employed.
- 1.01 Casual staff are to be informed by the relevant Manager that their employment is clearly casual and that there are no set hours or expectation of continued employment.
- 1.02 Before commencing their employment, casual staff are required to undergo pre-employment health screening (see *WCDHB Pre-Employment Health Screening Procedure*), and also orientation to their work area. It is the responsibility of the relevant unit Manager to ensure that this occurs.
- 1.03 Unless otherwise informed, a casual staff member will be employed for a complete shift. If staff requirements change prior to or during the shift, the casual staff member can be asked if they are willing be employed for a changed period, but should not be pressured into doing so.

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## 7. Precautions And Considerations

- ➔ Casual staff must be clearly informed of their status and must be treated in a fair and reasonable manner
- ➔ Before commencing their employment, casual staff are required to undergo pre-employment health screening.

## 8. References

There are no references associated with this Procedure.

## 9. Related Documents

WCDHB Recruitment Procedure

WCDHB Pre-Employment Health Screening Procedure

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive officer
	<b>Date Authorised:</b>	September 1996
	<b>Date Last Reviewed:</b>	June 2010
	<b>Date Of Next Review:</b>	June 2012