

Human Resources

Casual English Language Teacher Minimum Engagement

Purpose

The purpose of this information sheet is to:

- x provide guidance on the minimum engagement rules for casual English Language Teachers (ELTs), as amended by the [University of Adelaide Enterprise Agreement 2023](#)

a casual ELT works less than two (2) hours in a single day.

Q2. What happens if a casual ELT works less than 2 hours in a day?

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Q5. If a casual staff member has claimed an hour of work, despite being directed to work at least two (2) hours on the day, do they still get paid the higher rate?

Yes, they will still get paid the higher rate.

Informal counselling or a formal, written, direction may need to be considered to reinforce the expectation and in future additional supervision, reporting or monitoring may also be considered.

As a general rule, work should be performed when and where the University requests and schedules work to be performed – not a time determined by, or convenient to, the staff member.

Failure to follow a reasonable direction to perform work in a particular manner is a serious matter, and in certain circumstances a failure to follow such a direction may provide grounds for employment to be terminated in accordance with clause 3.11.1.2 of WKH 8 QLYHUVLW\ ¶ V (Q W H U S U L V H \$ J U H H P H Q W

Supervisors and managers should contact their local [HR Advisor](#) if they require advice on casual ELT staff

Title	Casual ELT minimum engagement information sheet	Effective Date:	15 August 2021	Version 1.
Authorised by	Director, Advisory and Workplace Relations	Review Date:	15 August 2025	Page 2 of 2