



# Application for Conversion from General Staff Casual Employment to Non-Casual Employment

A casual staff member should use this form if applying for conversion to non-casual employment. The General Staff Agreement 2006-2008 (clause 15.6) and Casual Conversion policy outline the procedures, eligibility criteria and reasonable grounds for refusing an application for conversion. The authority to approve applications for conversion to continuing or fixed-term employment (below HEO 10) is delegated to the Head of School / Administration. (Delegation of Authority – Administrative Functions Establishment of positions Section 6.1. February 2007)

### Procedure

1. To apply for conversion a casual staff member fills in the casual employee sections of Part One of the application form and submits the form to their supervisor. *Wherever possible, submit the form electronically via email.*
2. The Supervisor completes the shaded sections of Part One, assessing the application against both the eligibility criteria, and the reasonable grounds for refusing an application.
3. The completed form with the supervisor's recommendation at Part Two is submitted (via Departmental management structure, as appropriate) to the delegated officer for authorisation.
4. All documentation is then forwarded to the HR Service Centre who will either issue an offer of appointment or a letter advising the casual staff member that their application for conversion has been unsuccessful and the reasons for this decision.

### Advice and Assistance

The HR Relationship Management Team or the Case Management Group can provide assistance with the casual conversion application, assessment procedures and proposed employment arrangements.

The HR Services Centre can provide information from the HRIS if there is uncertainty regarding the casual's employment history (including period of employment, whether the casual employment has been regular and systematic, or averaged at least 50% of ordinary full-time weekly hours).

If a Supervisor considers that an application for conversion should be rejected, it is recommended that advice be sought from the HR Relationship Team to ensure that all criteria have been fully assessed and the grounds for refusal are valid.

<b>PART ONE: APPLICATION AND ASSESSMENT</b>	Supervisor to complete shaded sections
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### Casual Employee Details

Employee ID No: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_

### Department Details

Dept/School/Unit: \_\_\_\_\_

Address/Building Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_ Ext. \_\_\_\_\_

### Details of General Staff Casual Employment

Current Casual Job Title \_\_\_\_\_ Level \_\_\_\_\_ Step \_\_\_\_\_

If you are employed as a general staff casual in more than one position, please provide details below.

\_\_\_\_\_  
\_\_\_\_\_

### CONVERSION: Eligibility Criteria

To be eligible for conversion, a casual employee must be employed on a regular and systematic basis in the same, or a similar and identically classified, position in the same department (or equivalent), either:

- i.) over the immediately preceding period of 12 months with the average weekly hours worked equaling at least 50% of the ordinary weekly hours that would have been worked by an equivalent full-time staff member; or
- ii.) over the immediately preceding period of at least 24 months.

### Qualifying period:

Date Casual Employment commenced with the University: \_\_\_\_\_

**Regular and Systematic Pattern of Employment:**

Provide a brief description of the regular and systematic pattern of employment based on the daily / weekly / monthly/sessional hours worked (as appropriate), or on a pattern of attendance agreed with your supervisor.

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If offered conversion, please indicate your preferred employment arrangements ie full-time, part-time, annualised hours/seasonal (including details of hours/weeks work patterns).

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<b>Supervisor to complete</b>	
Date casual employment commenced in current position/classification	
Has the casual worked in the same or similar position, on a regular and systematic basis, for either: <ul style="list-style-type: none"> <li>• i) <u>at least an average of 50% full-time hours over the last 12 months?</u></li> <li>or</li> <li>• ii) <u>over the previous 2 years</u></li> </ul>	Yes / No
<u>Comment</u> and summary of the casual employment pattern/ work arrangements	

**CONVERSION: Reasonable Grounds for Refusing an Application**

The University may refuse an application for conversion on reasonable grounds, which may include, but are not limited to the following:

**If the Casual Staff Member:**

a). is a <b>student</b> , or has recently been a student and their status as a student was the primary reason for their appointment?	
<b>Casual staff member comment</b>	<b>Supervisor to complete</b>
b). is a <b>genuine retiree</b> ?	
<b>Casual Staff member comment</b>	<b>Supervisor to complete</b>
c). has <b>another primary role</b> in the University, either as a staff member or a contractor	
<b>Casual Staff member comment</b>	<b>Supervisor to complete</b>
d). has: <ul style="list-style-type: none"> <li>▪ not performed the role in accordance with expectations set and adopted during their employment *</li> <li>▪ been assessed as not meeting requirements in accordance with the University's PM&amp;D Program *</li> </ul>	
<b>Casual Staff member comment</b>	<b>Supervisor to complete</b>
Attach supporting documentation where appropriate.	

**If the Work Performed:**

e). by the casual staff member will either <b>cease</b> to be required, will be <b>performed in a different manner</b> , or will be <b>performed by another</b> non-casual staff member <b>within 26 weeks</b> from the date of application for conversion.	
<b>Casual staff member comment</b>	<b>Supervisor to complete</b>
f). is <b>ad hoc, intermittent, unpredictable</b> or involves <b>hours that are irregular</b> ?	
<b>Casual Staff member comment</b>	<b>Supervisor to complete</b>

**Other Reasonable Grounds**

<b>Supervisor to complete</b> if relevant.
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**Applicant's Signature and supporting documentation**

- Copy of your casual contract(s) of engagement
- Duty Statement (if available)
- Other documents regarding your casual employment that may support your application for conversion. (Please list attachments)

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Additional comment or information (optional).

Signature of casual employee: \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**PART TWO: SUMMARY AND RECOMMENDATION**

The University must determine an application for conversion by either offering conversion to continuing or fixed-term employment, or by refusing the application

**Supervisor's Recommendation**

The application for conversion should be

**Refused**, based on the following reasons:

List reasons for **not recommending** conversion

or

**Approved**, the following employment arrangements are recommended: (as per the attached "Request to Appoint Form" and current duty statement)

<input type="checkbox"/> Continuing <u>or</u> <input type="checkbox"/> Fixed-Term	Position Title: HEO Level ____, Step _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours per week <input type="checkbox"/> Seasonal/Annualised Hours/Part-Year (proposed hours/weeks working arrangement)	

Supervisor's signature \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**Comment / authorisation**

Further authorisation, if required under organisational management structure.

<b>Comment:</b>	<b>Comment:</b>
<b>Signature</b> _____	<b>Signature</b> _____
<b>Position</b> _____	<b>Position</b> _____

**Delegated Officer's Authorisation (HOS/A or other Delegated Officer)**

The application for conversion is:

**Refused**, for the reasons listed above.

or

**Approved**, conversion to (please circle)

- o Fixed term employment
  - or
  - o Continuing employment
- (as per attached Request to Appoint Form)

Delegated Officer's signature \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

*The completed Conversion Application Form, Request to Appoint Form and supporting documentation, is to be forwarded to the HR Service Centre (G12)*