

14.12 Casual Conversion Procedures – General Staff

These procedures support the process for casual conversion and apply **only** to those staff who have an entitlement to conversion provided for in their terms and conditions of employment.

Definitions

A '*casual general staff*' member:

- (a) is engaged as such and notified in writing of the fact;
- (b) is paid hourly casual rates;
- (c) normally works irregular hours;
- (d) normally works less than full time in any week; and
- (e) has each work period as a separate and distinct period of service.

Staff employed in the following categories will not normally be eligible for conversion:

- (a) staff employed under the student employment category;
- (b) a casual staff member who is a genuine retiree;
- (c) a casual staff member is performing work which will either cease to be required or will be performed by a non-casual employee within 26 weeks from the date of application; or
- (d) a casual staff member who has a primary occupation elsewhere within the University.

Procedure

Where a staff member is entitled to be considered for casual conversion, the following procedure will apply.

14.12.A Applications for casual conversion must be made in writing.

14.12.B Applicants should address the eligibility criteria, and include:

- (a) details relating to the qualifying period;
- (b) evidence of a regular or systematic pattern of employment; and
- (c) as much supporting documentation as possible.

14.12.C Applications and supporting documentation should be forwarded through the Supervisor and Head of Cost Centre.

14.12.D Where the Supervisor supports the application they will provide:

- (a) a supporting statement, including an assessment of the staff member's performance;
- (b) a current duty statement for the position; and
- (c) all appropriate documentation for the establishment of a position.

14.12.E Where the Supervisor does not support the application they will provide a written explanation to the Head of Cost Centre.

- 14.12.F** The Head of Cost Centre will either endorse the Supervisor's recommendation or will provide a written explanation for rejecting the recommendation.
- 14.12.G** The Director of Human Resource Services will determine the outcome of the application.
- 14.12.H** Where the application is approved, the staff member will be provided with a formal letter of offer which will constitute a contract of employment.
- 14.12.I** Where an application for conversion is rejected, Human Resource Services will provide a written explanation for rejection to the staff member.
- 14.12.J** A casual staff member whose application for conversion is rejected will not be entitled to apply again within 12 months except where:
- (a) the rejection is based solely on the ground that the employee is performing work which will cease to be required or will be performed by a non-casual employee within 26 weeks (from the date of application); and
 - (b) that ground ceases to apply.

Eligibility Criteria

- 14.12.K** To be eligible for consideration for casual conversion a casual staff member will have been employed on a regular or systematic basis in the same, or similar and identically classified, position:
- (a) over the immediately preceding period of 12 months, and have worked an average of at least 50% of the ordinary weekly hours (ie. an average of 17.5 hpw); or
 - (b) over the immediately preceding period of at least 24 months.
- 14.12.L** Periods of casual work undertaken by the staff member in another classification, job or department will not count towards the service fraction or eligibility period for the position being considered for conversion.
- 14.12.M** A casual staff member will normally be offered conversion to a fixed-term appointment, however, in exceptional circumstances, and only where there is a budgeted position, a casual staff member may be converted to a continuing appointment. Such conversion will require the approval of the Vice-Chancellor.

Further Information

HR Client Services:

Arts & Sciences	ext. 3947 or 3319
Professions	ext. 3824 or 3433
Central Administration	ext. 2511 or 3523

Approved Vice-Chancellor: 31 August 2007
RMO Document No.: D07/54482
Policy Review Date: June 2008
Responsibility for review: Human Resource Services