

CONVERSION OF LONG-TERM CASUALS PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the process to convert long-term casual employees to continuing employment with CQUniversity.
- 1.2 This procedure should be read in conjunction with the [National Employment Standards](#).

2 SCOPE

- 2.1 This procedure applies to casual employees employed by CQUniversity for a period of 12 months service.

3 PROCEDURE

Eligibility

- 3.1 To be eligible for conversion to continuing status, a casual employee must have:
- been employed by the University for a period of 12 months
 - have worked a regular pattern of hours on an ongoing basis for at least the last six months, and
 - be able to continue to work those hours as a continuing employee without significant changes.
- 3.2 Any offer for conversion to continuing status will be made as either:
- a) full-time employment, if the employee's hours worked for at least the last six months have been the equivalent of full-time hours (36.25 hours per week), or
 - b) part-time employment (consistent with the employee's regular pattern of hours worked for at least the last six months), if the employee's hours worked for at least the last six months have been less than full-time hours (full-time being 36.25 hours per week).

University offering conversion

- 3.3 Within 21 days of the employee's 12 months anniversary, the University will provide written advice to the employee, outlining either:
- an offer for conversion to either full-time or part-time continuing employment, or
 - that an offer for conversion to continuing status is not being offered, and the reasons why an offer is not being made.
- 3.4 The only reasons for not making an offer of conversion to continuing status are:
- the employee hasn't worked a regular pattern of hours, on an ongoing basis for at least the last six months and/or which they could continue working as a full-time or part-time employee without significant changes, or
 - the University has [reasonable business grounds](#) for not making an offer.

Accepting an offer

- 3.5 To accept an offer of conversion, a casual employee needs to respond in writing within 21 days of receiving the offer.
- 3.6 If the employee does not respond to the offer of conversion within 21 days, it is taken that the employee has declined the offer to convert to continuing status.

Employee requesting conversion

- 3.7 [Eligible](#) casual employees can request to convert to continuing status from 21 days after their 12 months anniversary date.
- 3.8 A casual employee is not eligible to make a request for conversion if, in the previous six months:
- they have refused an offer to convert to continuing employment
 - they have been advised in writing that an offer of casual conversion will not be made based upon reasonable business grounds, and/or
 - the University has refused another request for casual conversion because there was a reasonable business ground to refuse the request.
- 3.9 A casual employee can make a request for conversion every six months.
- 3.10 If a request for casual conversion is received, the Director People and Culture (or nominee) on behalf of the University will respond within 21 days of receipt, advising whether the request has been accepted or not. If the request has not been accepted, the University will provide the reasons for this decision.
- 3.11 A request cannot be refused until it has been discussed with the employee and there are reasonable business grounds for the refusal.

Conversion to continuing status

- 3.12 If an offer is accepted to convert to continuing status, the employee will receive written confirmation from the University within 21 days of the offer being received by the University or accepted by the employee. The Director People and Culture (or nominee) will determine the outcome of any requests for alternate start dates.
- 3.13 The start date for conversion to continuing status will be the first day of the first full pay period after the written confirmation has been sent to the employee unless an alternative commencement date is agreed between the Director People and Culture (or nominee) on behalf of the University and the employee.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director, People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Casual employee: a person employed as a casual employee after accepting an offer of employment in which the University has made no firm advance commitment to continuing and indefinite work according to an agreed pattern of work. Casual employees will receive a loading of 25 percent of salary in lieu of benefits not provided to casual employees, including leave entitlements (except for long service leave), redundancy, penalties and loadings not normally provided to casual employees.

Reasonable business grounds: may include but are not limited to:

- the employee is a student, or has recently been a student, other than where their status as a student is irrelevant to their engagement and the work required
- the employee has a primary occupation with the University or elsewhere, either as an employee or as a self-employed person
- the employee does not meet the essential requirements of the position
- within the next 12 months, it is reasonably foreseeable that the employee's position won't exist, or the employee's hours of work will significantly reduce, or the employee's days or times of work will significantly change, and that can't be accommodated within the employee's available days or times for work
- making the offer would not comply with a recruitment or selection process required by or under a Commonwealth, State or Territory law
- significant adjustment would need to be made to the employee's work hours for them to be employed full-time or part-time, or
- other unforeseen situations of a similar nature.

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

[Leave Procedure](#)

[National Employee Standards \(NES\)](#)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

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Administrator	Director People and Culture
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Notes	This document was formerly known as the Conversion of Long-Term Casuals – General Staff Employees Policy and Procedure (last approved 10/07/2009), the Conversion of Long-Term Casuals – Professional Staff Employees Procedure (last approved 27/01/2016), and the Conversion of Long-Term Casual – Professional Employees Procedure (last approved 25/11/2020).