

CONVERSION OF LONG-TERM CASUALS – PROFESSIONAL EMPLOYEES PROCEDURE



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1 PURPOSE

- 1.1 These procedures outline the process by which long-term casual professional employees, as defined, can apply to the University for conversion to fixed-term or continuing employment.
- 1.2 These procedures should be read in conjunction with the [Central Queensland University Enterprise Agreement 2017](#).

2 SCOPE

- 2.1 These procedures apply only to casual professional employees and do not apply to casual support research-only employees.

3 PROCEDURE

Information supplied by University

- 3.1 The University will take reasonable steps from time to time to inform casual employees that they may have a right to apply for conversion under this procedure.

Applications for conversion

- 3.2 Casual professional employees who believe they meet the eligibility for conversion criteria as outlined in this procedure should first discuss this possibility with their supervisor.

- 3.3 To apply for conversion, eligible casual professional employees must address their application for conversion in writing to their head of organisational area through their immediate supervisor. The application should include the applying employee's name and a brief statement as to the reasons why they believe they meet the eligibility for conversion criteria.
- 3.4 Employees may choose to be assisted or represented by a representative, as defined below, in making an application for conversion.

Eligibility for conversion

- 3.5 To be eligible to apply 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 school/section (or equivalent) either:
- over the immediately preceding period of 12 months and, in those immediate preceding 12 months, the average weekly hours worked equalled at least 50% of the ordinary weekly hours that would have been worked by an equivalent full-time employee, or
 - over the immediately preceding period of at least 24 months.
- 3.6 The University may only refuse an application for conversion on reasonable grounds. Reasonable grounds include but are not limited to, the following:
- a) 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
 - b) the employee is a genuine retiree
 - c) the employee is performing work, which includes, but is not limited to relief 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)
 - d) the employee has a primary occupation with the University or elsewhere, either as an employee or as a self-employed person
 - e) the employee does not meet the essential requirements of the position
 - f) the employee's performance has been unsatisfactory,
 - g) the work is ad hoc, intermittent, unpredictable or involves hours that are irregular, or
 - h) other unforeseen situations of a similar nature.

Determination of application

- 3.7 Upon receiving a casual professional employee's application for conversion, the head of organisational area must seek advice from the People and Culture Directorate.
- 3.8 The University must determine an application for conversion either by offering conversion to continuing or fixed-term employment or by rejecting the application.

Employee informed of determination

- 3.9 Employees applying for conversion will be advised in writing whether or not their application has been successful. Unsuccessful applicants will be informed in writing of the reasons why their application was rejected.
- 3.10 Successful applicants will be provided with an offer of either fixed-term or continuing employment, which will include the appropriate probation period as contained in the [Central Queensland University Enterprise Agreement 2017](#).

Offer of non-casual employment

- 3.11 The offer of conversion will indicate the hours and patterns of work, which will be consistent with the employee's casual engagement, subject to due consideration of the employer's operational requirements and the desirability of offering the employee work which is as regular and continuous as is reasonably practicable.
- 3.12 Conversion may be, but is not required to be, to part-time employment, annualised hours employment, term employment or to a flexible work year arrangement and may be on a fixed-term or continuing basis.

Opportunity for reapplication

- 3.13 An employee whose application for conversion is rejected will not be entitled to apply again within 12 months except where:
- that rejection is solely based upon the ground set out in subclause 3.6c above, and
 - that ground ceased to apply.

Service recognised for long service leave purposes

- 3.14 Where a casual employee is converted in accordance with these procedures, prior service as a casual will be recognised for long service leave purposes in accordance with the CQUniversity Leave Procedure

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The People and Culture Directorate will ensure the process is implemented in accordance with the above procedures and the Enterprise Agreement.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

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

Terms and definitions

Casual employee: a person engaged by the hour and paid on an hourly basis that includes a 25% loading in lieu of benefits not provided to casual employees, including all leave entitlements, penalties and loadings.

Representative:

- for an employee - means an employee of the University or union representative, (other than a practicing solicitor or barrister), who at the choice of an employee, may support and/or represent that employee.
- for management (i.e. a person acting on behalf of the University in an executive, management, supervisor or similar roles) - means an employee of the University or a representative from the Australian Higher Education Industrial Association (AHEIA) or another person of the University's choice (other than a practicing solicitor or barrister) who may support and/or represent the University.

Support research only employee: an employee who is appointed to primarily assist with or provide support to a research project and whose type of work is covered by the 'Classification Descriptors Support Research Only Employees' contained in Schedule 8 of the current [Enterprise Agreement](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

[Leave Procedure](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	16/03/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 24/11/2005
Amendment Authority and Date	Vice-Chancellor and President 10/07/2009; Vice-Chancellor and President 14/03/2011; Minor Amendments 14/10/2015; Minor Amendments 22/10/2015; Minor Amendments 27/01/2016; Reviewed and Minor Amendments 14/09/2015; Vice-Chancellor and President 16/03/2018.
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