THE UNIVERSITY OF SYDNEY

Conversion from Casual to Non-Casual Employment

Purpose

The purpose of this policy is to establish the procedures for eligible casual staff members to apply for conversion to non-casual employment, and the procedures for assessing the application against the eligibility criteria for authorisation by the delegated officer.

Scope

Casual staff employed by the University of Sydney under Agreements that include provision for casual conversion.

Related Documents

- University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010
- The University of Sydney Enterprise Agreement 2009 - 2012
- AWAs*
- Casual Employment Policy

* In this policy the University's Enterprise Agreement and AWAs are referred to collectively as "Agreements".

Policy

Where provided for in their Agreement, a casual staff member who has performed the duties of a position on a regular and systematic basis for the qualifying period, and meets the eligibility criteria specified in the University's Agreements, may apply for conversion to non-casual employment.

Conversion is not automatic and will only be approved if there are sound operational reasons for doing so.

The University may refuse an application on reasonable grounds, for example, if the casual staff member has not demonstrated the capacity to meet the future expectations of the position. If an application for conversion is refused, the University will provide the applicant with written reasons for the refusal.

If an application is approved, the University may offer conversion to either a continuing or fixed-term appointment.

A casual staff member's engagement arrangements or working hours must not be altered to avoid obligations under this provision.

Guidelines

Written applications for conversion are assessed against the criteria outlined in the University's Agreements. Based on this assessment, supervisors make a recommendation to the Delegated Officer with the authority to establish positions.

If an application is refused, the casual will be provided with the reasons for the refusal, in writing.

If an application is approved, the casual will be offered a continuing or fixed-term appointment. Normal appointment procedures apply, including probation.

If a casual is converted to continuing or fixed-term employment, their prior casual employment does not count as service for the purpose of calculating any entitlements which require a minimum period of qualifying service, except for unpaid parental leave.

Casual Conversion Procedures

a) Application and Assessment

General Staff Casuals

To apply for conversion a casual general staff member completes the staff member sections of the Application for Conversion form, *(available from the HR Forms webpage*) and submits the form to their supervisor. The Supervisor completes the assessment sections of the form, assessing the application against both the eligibility criteria, and the reasonable grounds for refusing an application.

Academic Staff Casuals

Where the University establishes a continuing or fixed-term position, a casual staff member who has performed the duties of that position, or a substantially similar position, and considers that they meet the eligibility and qualifying criteria may apply for conversion to continuing or fixed-term employment To apply for conversion the casual academic staff member prepares a written application for conversion addressing the criteria outlined in their Agreement and submits the application to their supervisor. The Supervisor assesses the application against both the eligibility criteria, and the reasonable grounds for refusing an application.

b) Recommendation

Based on the assessment, the supervisor makes a recommendation, to either:

- refuse the application or
- approve conversion to continuing or to fixed-term employment.

The completed application, assessment and recommendation are submitted to the delegated officer for authorisation.

c) Implementing the Outcome

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.

Administration

1. Management Responsibility

Chief Operating Officer and Deputy Vice-Chancellor

2. Implementation Responsibility

Heads of School/Administration

3. Dates

Approval (version 1)	31 August 2007
Effect	31 August 2007
Review	2008
Approval (version 2)	
Effect	

4. Approval

Version 1	Mr Bob Kotic, Chief Operating Officer and Deputy Vice-Chancellor.
Version 2	

5. Signatures

Approved by:

Name

Mr Bob Kotic

Position

Chief Operating Officer and Deputy Vice-Chancellor

Date

31 August 2007