

Professional staff fixed-term conversion application form



CREATE CHANGE

This form is to be used by Professional staff to apply for conversion from Fixed-term employment to Continuing employment in accordance with clause 66 of [The University of Queensland Enterprise Agreement 2018-2021](#).

Important note: A Professional staff member may apply for conversion under clause 66 of the Enterprise Agreement only upon being offered a further appointment in the same Fixed-term position.

1. Staff member details *(staff member to complete)*

Full Name:		Employee Number:	
Position Title:			
Attendance Type:	<input type="checkbox"/> Full time <input type="checkbox"/> Part Time – current work hours per week/service fraction:		
Organisational Unit:			

2. Application *(staff member to complete)*

I wish to apply for conversion from Fixed-term employment to Continuing employment in the position of <i>(please attach your current offer of appointment and position description to this form)</i> :	
I commenced in the Fixed-term position specified above on:	
Comment(s) in support of my application:	
I acknowledge that <i>(please tick as appropriate)</i> : <input type="checkbox"/> I make this application having been offered a further appointment to the Fixed-term position specified above (for which I am applying for conversion to Continuing employment). <input type="checkbox"/> If my application is approved, I will be converted to Continuing employment from the commencement date of the offered further appointment to the Fixed-term position specified above. <input type="checkbox"/> If my application is refused, it cannot be the subject of a staff grievance in accordance with the Staff Grievance Resolution Policy and Procedures . <input type="checkbox"/> I have read and understood the conditions for conversion as outlined in clause 66 of the Enterprise Agreement .	
Signature:	Date:

3. Eligibility *(supervisor to complete)*

Staff member meets the following eligibility criteria <i>(please tick as appropriate)</i> : <input type="checkbox"/> Has completed two (2) or more contracts of employment in the Fixed-term position specified above within the same Faculty (or equivalent Organisational Unit) over a period of four (4) or more years. <input type="checkbox"/> Is undertaking work of a continuing nature in the Fixed-term position specified above. <input type="checkbox"/> Was appointed through a merit based selection process for at least one of their appointments to the Fixed-term position specified above.

<input type="checkbox"/> Is meeting and maintaining work performance expectations required in the Fixed-term position specified above.			
<input type="checkbox"/> Has demonstrated the capacity to meet the performance expectations required in a Continuing role.			
If staff member does <u>not</u> meet all of the above required eligibility criteria, specify reason(s):			
Supervisor (print name):			
Signature:		Date:	

4. Review (*Human Resources to complete*)

Support assessment of staff member's eligibility (<i>please tick as appropriate</i>):			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			
If no, specify reason(s):			
HR Representative ([†] HR Advisor / HR Business Partner / HR Relationship Manager) (print name):			
Signature:		Date:	

5. Authorisation (*Head of Organisational Unit to complete*)

This application for conversion is (<i>please tick as appropriate</i>):			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Refused			
If refused, specify reason(s):			
Head of Organisational Unit (print name):			
Signature:		Date:	

6. Notification (*Human Resources to complete*)

If application is refused, staff member notified and provided with written reason(s) for refusal (<i>please tick as appropriate</i>):	
<input type="checkbox"/> Yes - Date:	
<input type="checkbox"/> No	
If application is approved, staff member sent Continuing employment letter of offer on:	

Note: The University will endeavour to consider and decide on your application within **21 days** from receipt. If a further period of time is required by the University, you will be appropriately informed.