

## CRAFT Contract Cessation Management Help Guide

**Purpose:** The purpose of this document is to provide assistance to School Contacts to complete a termination request when completing the Fixed Term Contract Review task using CRAFT.

This document summarises the notice period and severance requirements as outlined in the [Enterprise Agreement 2014-2017](#). It is a supplementary document to the CRAFT User Training Guide.

STAFF ENTITLEMENT & DEFINITION	PERIOD OF CONTINUOUS SERVICE	ENTITLEMENT	CRAFT	QUESTIONS (PRESENTED ON THE SYSTEM)	CLARIFICATION	OUTCOME
Severance Pay	Service ≤ 2 years	4 weeks	Within the Request for Termination, the School Contact and/or Supervisor will be prompted to answer questions to enable the determination of severance eligibility and the next steps required.	1. <i>Is there a possibility this staff member will be offered another position within 8 weeks of the end of this contract?</i>	Consider whether the staff member is likely to be offered another contact, either in the same or another area of the University (e.g., has the staff member indicated that they might be offered appointment in another School) within 8 weeks of the end of their current contract.	If there is a likelihood of a further appointment within 8 weeks from the expiry of the current contract (i.e., Yes answer), the payment of their severance, if applicable, may be deferred for a period of 8 weeks.
Where a staff member is engaged on a second or subsequent fixed-term contract to undertake a Specific Task or Project or Research-only work, the University is required to pay severance payment at the end of their contract. Severance is also payable where immediately prior to being engaged on their current fixed-term contract a staff member was engaged on a Specific Task or Project or Research-Only fixed term contract.	2 years < Service ≤ 3 years	6 weeks				
	3 years < Service ≤ 4 years	7 weeks				
	Service > 4 years	8 weeks				
				2. <i>Has the staff member confirmed to the area in writing that they do not wish to accept a subsequent contract?</i>	The question is trying to ascertain whether: a) There is a continued need and funding for their current (or another, comparable) position b) The staff member has been offered further employment in this or comparable position c) The staff member has responded in writing formally declining the offer. The answer should be Yes only where all criteria outlined above is true.	The answer to this question will enable Human Resources to determine the eligibility to severance payment.
				3. <i>Is the staff member going to be offered a continuing contract in the same position OR a contract in another position before the end of this contract?</i>	Subject to Recruitment policy, consider whether it is appropriate for the staff member to be offered a continuing appointment in the position they currently hold. Alternatively, consider if they will be offered a contract in another position. If so, the answer to this question should be Yes and the new appointment will need to be requested through the <a href="#">Recruitment system</a> .	If the question has been answered with Yes, the task will bypass the Head of School/Branch approvals and will be work-flowed to Human Resources for noting. Human Resources will not terminate the staff's employment pending the receipt of the new appointment request through Recruitment system.
Notice Period	Service < 3 years	2 weeks	Once the Termination request has been approved by the Head of School/ Branch through the system, an automated email will be sent to the staff member to satisfy the requirement for the notice to be provided.	N/A	If the School/Area has provided written notice to the staff member that their contract is ending, please attach copy of the communication to the termination task. This will be used to determine required payment in lieu of notice, if any is due.	An assessment will be made whether the actual notice provided (date of the automated email OR date of the email/letter provided to the staff member by the School/Area) meets the notice period entitlement. Any shortfall will be paid in lieu of notice.
The University is required to provide a notice regarding its intention to renew, or not to renew, the employment to staff employed on a fixed-term contract to work under circumstances described in clause 2.3.1.1 – Specific Task or Project, or clause 2.3.1.3 – Research only.	Service ≥ 3 Years	4 weeks				
	* If a staff member is over the age of 45 years when the notice is given, and provided they have at least two years continuous service, they will be entitled to an additional week's notice.					

### Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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