

Casual Conversion Application Form - Professional



THE UNIVERSITY
of ADELAIDE

PLEASE COMPLETE AND FORWARD TO:

HR Service Centre, Division of University Operations

Email: hrservicecentre@adelaide.edu.au

This form is to be used by a casual staff member (who is employed as a professional staff member) to apply for conversion to continuing/fixed term employment.

As a professional staff member, you are entitled to apply for a conversion to continuing/ fixed-term employment under the National Employment Standards or under the University of Adelaide Enterprise Agreement. Additionally, you can opt to apply through both the National Employment Standards and the University of Adelaide Enterprise Agreement.

STAFF MEMBER DETAILS (Please use block capitals)

Staff ID:	School/Branch:	Phone:
Title:	Family Name:	Given Names (in full):

NATIONAL EMPLOYMENT STANDARDS

I hereby apply for conversion of my casual status to continuing under the National Employment Standards. I can confirm that:

- I have been employed by the University for at least 12 months; **AND**
- over the past six months I have worked a regular pattern of hours on an ongoing basis; **AND**
- I could continue the regular pattern of hours as a full-time or part-time staff member without significant adjustment; **AND**
- within the last six months I have not made a previous application for casual conversion, refused an offer for conversion from the University or been notified by the University that there are reasonable grounds which justify not offering to convert my role.

ENTERPRISE AGREEMENT

I hereby apply for conversion of my casual status to continuing/fixed-term employment under Clause 3.11.4 of the Enterprise Agreement. I can confirm that I have worked on a regular and systematic basis in the same or a similar and identically classified position in the same School/Branch:

- your hours of work must have equaled at least 0.5 FTE of the ordinary weekly hours worked by a full-time equivalent staff member over the preceding 12 months.

OR

- over the immediately preceding period of at least 24 months.

DECLARATION

I understand if my application for conversion is rejected, I will not be entitled to apply again within 12 months from date of application.

Should my application be successful, I understand that I will not have my casual service count as service for the purpose of calculating any other existing entitlements except for:

- (a) long service leave; and
- (b) any applicable unpaid maternity/adoption/paternity leave

Signature:

Date: Click to enter date

Attach supporting documentation, e.g. Copies of your Casual Employment Forms (CEG) to support your application and retain a copy of the application.

AUTHORISATION (All signatures are required)

Head of School/Branch Manager

- I support the application and a contract of employment request will be raised through AppoINT with the relevant Selection Criteria/Role Statement and Curriculum Vitae.
- I do not support the above application for conversion to continuing under the **National Employment Standards** on the basis that there are reasonable grounds to refuse the request which include the following:
 - the position will cease to exist in the next 12 months.
 - the hours of work which are required will be significantly reduced in the next 12 months;
 - there will be significant change in the days on which work is required to be performed in the next 12 months which cannot be accommodated within the days that the staff member is available to work during this period.
 - there will be significant change in the times at which work is required to be performed in the next 12 months which cannot be accommodated within the times that the staff member is available to work during this period.
 - making the offer would not comply with a recruitment or selection process required by or under a law of the Commonwealth or a State or Territory.
 - other (please specify):
- I do not support the above application for conversion to continuing/fixed term under Clause 3.11.4 of the **Enterprise Agreement** on the basis that there are reasonable grounds to refuse the request which are:
 - the staff members hours did not equal at least 0.5FTE over the preceding 12 months.
 - [] the staff member 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 staff member is a genuine retiree.
 - the staff member is performing work which will either cease to be required or will be performed by a non-casual staff member, within 26 weeks (from the date of application).
 - the staff member has a primary occupation with the University or elsewhere, either as a staff member or as a self-employed person.
 - the staff member does not meet the essential requirements of the position.
 - the work is ad-hoc, intermittent, unpredictable or involves hours that are irregular.

Ensure the applicant is provided with a copy of this form and the justification for rejection of the application. This form, including the justification should be forwarded to the HR Service Centre (hrrservicecentre@adelaide.edu.au) via the Executive Dean/Director.

Name:

Signature:

Date: Click to enter date

(please print)

AUTHORISATION (All signatures are required)

Head of School/Branch Manager/ Area Manager

- I approve I do not approve

Name:

Signature:

Date: Click to enter date

(please print)

Workforce Management Handbook	Casual Conversion Application Form - Professional	Effective Date:	August 2023	Version 2
Authorised by	Director, HR Services	Review Date:	August 2026	