Academic and ELT Casual Conversion Notification

This form is used by casual staff members to notify The University of Adelaide (**University**) of their belief that they no longer meet the definition of ‘casual employee’ under subsections 15A (1) to (4) of the Fair Work Act. Under section 66AAB of the Fair Work Act, casual staff are entitled to submit this notification after 6 months’ of employment with the University.

The staff member submitting the notification completes Sections 1 and 2 of this form and sends the completed form as a Word document to casualassessment@adelaide.edu.au

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| **1. STAFF MEMBER DETAILS** |
| **Staff ID:** |  | **Given Name(s):** |  | **Family Name:** |  |
| **Faculty or Division:** |  | **School or Branch:** |  |

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| **2. NOTIFICATION DETAILS** |
| I am notifying the University of my belief that my employment no longer meets the definition of a casual employee under the Fair Work Act because (select all that apply):[ ]  I have worked a regular pattern of work over the past 6 months.[ ]  I am unable to accept or reject work. [ ]  I am doing the same kind of work as fixed-term or continuing staff members. [ ]  The kind of work I am performing is reasonably likely to be available on a continuing basis in the future.[ ]  Other (please specify why you do not meet the definition of a casual employee in the space below with reference to subsections 15A(1) to (4) of the Fair Work Act).I am making this notification in relation to the following engagement(s):  |
| **Task/Activity/Course:** |  | **Work Schedule Number(s):***(If known)* |  |
| **Additional Information***Provide additional detail on why you believe you no longer meet the definition of a casual employee. You may attach supporting documentation if necessary.*  |
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| **Declaration** |
| I hereby notify the University of my belief that my employment no longer meets the definition of a casual employee under the Fair Work Act. By signing below, I confirm the following: * I understand if my notification is rejected, I will not be entitled to submit a notification again within 6 months from the date of this notification.
* Should my notification be successful, I understand I will not have my casual service count for the purpose of calculating any other existing entitlements except for long service leave and applicable unpaid parental leave.
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| Applicant Name: |  | Signature: |  | Date: | Select Date |
| *Complete Sections 1 and 2 of this form and send the form as a Word document to* ***casualassessment@adelaide.edu.au*** |

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| 3. HUMAN RESOURCES ASSESSMENT (Office Use Only) |
| Date Assessment Received: | Select Date | Date Outcome Due: | Select Date |
| **Pattern of Work Assessment/Comment** |
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| Name & Position: |  | Signature: |  | Date: | Select Date |

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| **4. NOTIFICATION OUTCOME *Supervisor*** |
| * 1. **Application Accepted**
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| [ ]  I accept the notification regarding the conversion to continuing employment as the staff member no longer meets the definition of a casual employee.[ ]  The staff member has agreed to the below start date for continuing employment.[ ]  I confirm I have consulted with the staff member regarding the following details of their continuing employment: |
| **Continuing Start Date:** | Select Date | **Level:** |  | **Step:** |  | **FTE:** |  |
| **Days & hours of work:***If part-time* |  |
| **4.2 Notification Not Accepted**  |
| [ ]  I do not accept the notification regarding the conversion to continuing employment on the following grounds (select all that apply): Casual Definition:The staff member meets the definition of a casual employee for the following reason(s):[ ]  The staff member’s pattern of work is not regular.[ ]  The staff member is able to accept or reject work.[ ]  The University is not required to offer the staff member work.[ ]  The staff member is not doing the same kind of work as a fixed-term or continuing staff member(s). [ ]  The kind of work is not reasonably likely to be available on a continuing basis in the future.[ ]  Other (please specify why the staff member meets the definition of a casual employee in the space below with reference to subsections 15A(1) to (4) of the Fair Work Act).Fair and Reasonable Operational Grounds for Refusal:There are fair and reasonable operational grounds for not accepting the notification: [ ]  Substantial changes would be required to the way in which work in the University is organised.[ ]  There would be significant impacts on the operation of the University.[ ]  Substantial changes to the employee’s terms and conditions of employment would be reasonably necessary to ensure the University does not contravene a term of the [Enterprise Agreement](https://www.adelaide.edu.au/hr/enterprise-agreement).[ ]  Converting to continuing employment would significantly affect the way the staff would need to work to ensure the University does not contravene a term of the Enterprise Agreement. [ ]  Accepting the notification would result in the University not complying with a recruitment or selection process required by or under a law of the Commonwealth or a State or Territory. |
| Comments (optional): |
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| **Name & Position:** |  | **Signature:** |  | **Date:** | Select Date |

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| **6. APPROVAL *Deputy Vice-Chancellor, Executive Dean, or Corporate Manager.***  |
| *By approving this request, I confirm I have reviewed the conversion notification and approve the notification outcome in accordance with the Fair Work Act.* |
| **Name & Position:** |  | **Signature:** |  | **Date:** | Select Date |