

APPLICATION FOR CONVERSION OF EMPLOYMENT STATUS FROM CASUAL TO ONGOING OR FIXED TERM

A casual employee seeking conversion under the terms of the **UWS General Staff Agreement 2009-2012** must complete this application after reading **Clause 12 (22-31)** and lodge the completed application with their supervisor for recommendation to the applicable delegated officer.

1. EMPLOYEE DETAILS

Employee name		Staff ID	
College/School Division/Office		Location	
Email			
Telephone	Work:	Mobile:	

2. CASUAL EMPLOYMENT HISTORY

1 Details of all casual engagements relevant to this conversion over previous 12/24 months (attach additional sheet if necessary):

College & School / Division & Office/Unit	Average weekly hours	Start	Finish

2 I certify that I have been employed by the University on a regular & systematic basis in the same or substantially same position in the same organisation unit, as listed above, and seek conversion of my employment status from casual to ongoing or fixed term.

<i>Signature of employee</i>	<i>date</i>
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3. MANAGEMENT RECOMMENDATION

Statement by management regarding case for conversion and available ongoing or fixed term employment:

1 The employee has been engaged by the University on a regular & systematic basis in the same or substantially same position in the same organisation unit for 12/24 months	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 The employee is not engaged in work which is ad hoc, intermittent, unpredictable or involves hours that are irregular	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 The ongoing work will not cease or be performed by a non-casual employee within 26 weeks of the date of this submission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 Conversion will be to the same work pattern as previously worked by this employee	<input type="checkbox"/> Yes <input type="checkbox"/> No
5 Employment is available as follows: <input type="checkbox"/> Ongoing OR <input type="checkbox"/> Fixed Term for _____ months	Position Number: (see Note overleaf)
6 Should this employee be converted there is funding available	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of supervisor</i>	<i>Position</i>	<i>Signature</i>	<i>date</i>

4. APPROVAL

I support the casual conversion as outlined in this application

OR

I do not support the casual conversion as outlined in this application on the following grounds:

<input type="checkbox"/> a	The casual employee is a student/recent student and their status as a student is relevant to their casual engagement
<input type="checkbox"/> b	The casual employee is a genuine retiree
<input type="checkbox"/> c	The casual employee is performing work which will either cease to be required or will be performed by a non-casual employee within 26 weeks of the date of application
<input type="checkbox"/> d	The casual employee is an employee or self employed person whose primary occupation is with the University or elsewhere
<input type="checkbox"/> e	The casual employee does not meet the essential requirement of the position
<input type="checkbox"/> f	The casual employee is engaged in work which is ad hoc, intermittent, unpredictable or involves hours that are irregular
<input type="checkbox"/> g	Other: <i>(please detail)</i>

<i>Name of delegate</i>	<i>Position</i>	<i>Signature</i>	<i>date</i>

Lodge this submission with your HR Advisor, Office of Human Resources, Building AE, Werrington North, or mail to:

**Human Resources
UWS
Locked Bag 1797
Penrith South DC 1797**

Note:

Management recommendation must include the Position Number into which the employee is being converted. If the position is a new position, a completed 'Establish New Position/Change Position Detail' form must be provided before conversion can occur.

1	Date of receipt in HR	
2	Current employment details verified	
3	Service details verified	
4	Recommended by Supervisor	
5	Approved by delegate	
	Type: Ongoing	FTC
6	New Position approved	
7	Position number	
8	Letter of Offer sent on	
9	Acceptance received on	
10	Not approved; notice sent to employee on	