

NON-RENEWAL OF FIXED-TERM CONTRACT

Instructions for completing the Non-Renewal of Fixed-Term Contract Form

- This form is to be used to advise HR Operations, Monash HR when further employment is **not** to be offered upon the expiry of an existing fixed term appointment irrespective of whether the position is to be continued or discontinued.
- Note that where the position is to continue beyond the expiry of the existing fixed-term appointment, the University is obliged to offer further fixed-term employment in that position (or a position with the same or substantially the same duties) to the incumbent staff member if he/she:
 - is an academic or professional staff member employed other than as a Replacement Employee who commenced fixed-term employment with the University on or after 22 November 2005 and before 29 January 2010, or is a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member who commenced fixed-term employment with the University on or after 29 November 2005; and
 - was employed through a competitive and open selection process; and
 - has performed satisfactorily in the position.
- This form is to be completed, signed and forwarded to HR Operations **at least 6 weeks prior to the date of expiry of the fixed-term contract.**
- All recommendations not to renew a fixed-term contract must comply with the relevant Monash University Enterprise Agreement or, where applicable, the relevant AWA Terms and Benefits Policy (refer Monash HR homepage at <http://adm.monash.edu/human-resources/>)
- A severance payment to the staff member may apply where non-renewal is recommended.

| SECTION 1 – POSITION DETAILS (to be completed by Organisational Unit) | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------|--------------------------|-------------------|--------------------------|-------------|--------------------------|---------------------------------|--------------------------|-----------|--------------------------|----------------|--------------------------|--|--|
| ORGANISATIONAL UNIT: | | | | | | | | | | | | CAMPUS: | | | |
| POSITION NUMBER | | | | | | COST CENTRE | | | | | | FUND | | | |
| | | | | | | | | | | | | | | | |
| EMPLOYMENT CATEGORY (EESubgroup) | | | | | | | | EMPLOYMENT TYPE (Contract Type) | | | | | | | |
| Academic | <input type="checkbox"/> | General | <input type="checkbox"/> | Trades & Services | <input type="checkbox"/> | Academic | <input type="checkbox"/> | Research | <input type="checkbox"/> | Technical | <input type="checkbox"/> | Administration | <input type="checkbox"/> | | |
| If the staff member is an academic or professional staff member who commenced fixed-term employment with the University on or after 22 November 2005 and before 29 January 2010 or is a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member who commenced fixed-term employment with the University on or after 29 November 2005, is the staff member's existing position being: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Continued (or being continued as a position with the same or substantially similar duties); or | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Discontinued? | | | | | | | | | | | | | | | |

| SECTION 2 – PERSONAL DETAILS | | | | | | | | | | | | | | | |
|------------------------------|--|-------------|--|--|--|--|--|--|--|---------------|--|-------------------------------|--|--|--|
| Personnel Number | | | | | | | | | | | | Date of Expiry: / / | | | |
| Title | | Family Name | | | | | | | | Given Name(s) | | | | | |

| SECTION 3 – REASON FOR NON-RENEWAL | | | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Reason for non-renewal of contract: | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Same or substantially similar duties no longer required; or | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Same or substantially similar duties required and to be performed by another person | | | | | | | | | | | | | | | |
| If either the position is being continued or the same or substantially similar duties are required: | | | | | | | | | | | | | | | |
| a) Is the existing staff member an academic or professional staff member employed other than as a Replacement Employee who commenced fixed-term employment with the University on or after 22 November 2005 and before 29 January 2010 or a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member who commenced fixed-term employment with the University on or after 29 November 2005? | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | | | | No <input type="checkbox"/> | | | | | | | | | | | |
| b) Was the existing staff member employed through a competitive and open selection process? | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | | | | No <input type="checkbox"/> | | | | | | | | | | | |
| c) Has the existing staff member performed satisfactorily in the position? | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | | | | No <input type="checkbox"/> | | | | | | | | | | | |
| If you have ticked "Yes" for (a) – (c) inclusive, do not complete this form but go to Renewal of Fixed Term Contract form or Recommendation to Appoint form as appropriate to offer further employment | | | | | | | | | | | | | | | |

| SECTION 4 – CONTINUITY OF SERVICE / SEVERANCE PAY | | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|---------------------------------------------|
| Academic and Professional Staff (including Trades and Services Staff) | | | |
| Do you intend to offer this staff member further employment within <u>6 weeks</u> of the expiry date? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Research Only Staff | | | |
| Do you intend to offer this staff member further employment within <u>3 months</u> of the expiry date? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| If Yes, please indicate proposed employment type: | Ongoing <input type="checkbox"/> | Fixed Term <input type="checkbox"/> | Casual / Sessional <input type="checkbox"/> |

| SECTION 5 – AUTHORISATION BY ORGANISATIONAL UNIT | |
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| I confirm that all outstanding leave forms for this staff member are attached or have already been either sent to HR Operations for processing or submitted electronically as an application for leave. | |
| Authorisation 1 – Head of Department/Organisational Unit or Delegated Officer | |
| Signature | Date / / |
| Please print name | Contact Extension No |

| SECTION 6 – ACKNOWLEDGEMENT BY STAFF MEMBER | |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I acknowledge that I have sighted this form and accept it in satisfaction of any requirement for written notice of the University's intention: | |
| (a) | to not renew my employment upon the expiry of my current fixed-term where: |
| (i) | I am an academic or professional staff member who commenced fixed-term employment with the University prior to 22 November 2005 or after 28 January 2010; or |
| (ii) | I am a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member who commenced fixed-term employment with the University prior to 29 November 2005; or |
| (iii) | I am a building and metal trades and services staff member. |
| or | |
| (b) | to continue or discontinue my existing position where: |
| (i) | I am an academic or professional staff member who commenced fixed-term employment with the University on or after 22 November 2005 and before 29 January 2010; or |
| (ii) | I am a catering and retail, cleaning and caretaking, or miscellaneous services trades and services staff member who commenced fixed-term employment with the University on or after 29 November 2005. |
| I further confirm that, if further employment had been available, I would <input type="checkbox"/> / I would not <input type="checkbox"/> | |
| have sought to continue in employment with the University performing the same or substantially similar duties. | |
| Signature | Date / / |

| FOR HR OPERATIONS USE ONLY | |
|----------------------------------------------------------------------------|------------|
| Severance Payment Yes <input type="checkbox"/> No <input type="checkbox"/> | HR Officer |
| | Date / / |

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to the HR Business Partner in your HR Hub, Monash HR

Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>