



Renewal of Fixed-term Contract Form

Instructions for completing the Renewal of Fixed-term Contract Form



When to use this form

This form is to be used to advise HR Operations, Monash HR where an offer of further fixed-term employment is to be made upon the expiry of an existing fixed-term appointment and both the position and the reason for fixed-term employment remain unchanged. Where a fixed-term position is to be continued, the University is obliged to offer further employment in that position (or a position with the same or substantially similar duties) to the incumbent staff member where 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.



When not to use this form

If the reason for fixed-term employment differs from the staff member's existing fixed-term employment reason, you must complete a **Recommendation to Appoint Form**.



Where and when to send this form

This form is to be completed, signed and forwarded to HR Operations, Monash HR, Monash University VIC 3800 at least 6 weeks **prior** to the date of expiry of the existing fixed-term appointment.

For assistance please contact HR Enquiries on 9902 0400.

Monash HR Privacy Collection Statement is located at:

www.privacy.monash.edu/guidelines/collection-personal-information.html#hr



Policy references

All recommendations to appoint must comply with the following:

- the relevant Monash University Enterprise Agreement refer to:
<http://www.adm.monash.edu.au/enterprise-agreements/>
- the Fixed-term Employment Policy (other than for catering and retail, cleaning and caretaking, and miscellaneous services trades and services staff):
<http://www.adm.monash.edu.au/enterprise-agreements/academic-professional-2009/16.html> (subclause 16.4) and <http://www.adm.monash.edu.au/enterprise-agreements/trades-services-bmt-2009/18.html> (subclause 18.3)



Other references

Have you attached the relevant Change of Work Schedule/Fraction Form, available at:

<http://www.adm.monash.edu.au/workplace-policy/forms/>

The Part-time (fractional) Employment Policy for Professional Staff (excluding Trades & Services Staff) Policy is as follows:

<http://www.adm.monash.edu.au/enterprise-agreements/academic-professional-2009/16.html> (subclause 16.20)



Renewal of Fixed-term Contract Form

1. Organisational Unit & Position Details

Faculty/Division/Centre

Position Title

Organisational Unit Title

Position Number

Cost Centre	Fund	Fund Name	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Staff Member's Details

Personnel Number

Title

Family Name

Given Name(s)

Date of Birth

Does the staff member hold any other employment/contractor agreements with Monash University or one of its controlled entities?



If **YES**, please provide details of such agreements

3. Position Details

Period of Employment

Position Start Date

Position End Date

Employment Level

Pay Scale Group (Classification Level)

Level (Step)

Fraction

Hours per week

Superannuation



For further information

Please indicate which superannuation will apply

%

4. Fixed-Term Reason

Does the reason for fixed-term employment differ from the staff member's existing fixed-term employment reason?



If **YES**, you must complete a **Recommendation to Appoint Form**

Reason for Fixed-Term Contract

5. Additional Comments (please include any specific terms & conditions of employment which relate to this position)

6. Authorisation of Organisational Unit

In recommending this appointment:

1. I am satisfied that the person named in Section 2 is appropriately qualified and/or experienced to carry out the proposed duties and is an Australian citizen, permanent resident or has a visa authorisation allowing this employment.
2. I certify that funds are available for the duration of this **fixed-term appointment**.
3. I confirm that in the case of appointing a **Research Assistant or Research Fellow**:
 - I have reviewed the Decision Guides and Position Descriptions contained within the *Employment Arrangements for Research Support Staff webpage* located at: <http://www.adm.monash.edu/workplace-policy/employment/research-support-staff/index.html>
 - I have carefully considered the characteristics of this role and I am satisfied that the classification recommended in Section 3 meets the associated University position descriptors or position standards.

Authorisation

Head of Department/Organisational Unit

Signature

Date

/ / 20

Name

Telephone Number

Authorisation

Dean or nominee

Signature

Date

/ / 20

Name

Telephone Number

Endorsement - Functional Head (if required)

Signature

Date

/ / 20

Name

Telephone Number

7. Monash HR Approval

As the delegated officer of the Executive Director, Monash HR, I make this offer of further employment on behalf of the University Council and confirm that the offer has been made in accordance with University policy.

Lead HR Business Partner or nominee

Signature

Date

/ / 20

Name

Telephone Number

8. Declaration by Staff Member

This offer is made in accordance with the conditions of employment as provided with your original offer of employment. Employment guidelines and policies may be found in the Workplace Policies and Procedures at <http://www.adm.monash.edu/workplace-policy/> as varied from time to time.

1. I accept this form in satisfaction of any requirement for written notice of the University's intention to continue my existing position or renew my employment upon the expiry of my current fixed-term.
2. I have disclosed all other employment/contractor agreements that I currently hold at Monash University.
3. I confirm that I am not under any re-employment restrictions with the University or one of its controlled entities and the details of any agreement I have signed in the past 5 years with any such restrictions are set out in the attached statement.

4. I authorise the University to deduct any superannuation member contributions required from the start date of this further appointment.
5. I accept this offer of employment on the terms and conditions stated above and declare that the information I have provided is accurate. Notwithstanding any representation to the contrary, I agree that the University is not under any obligation express or implied to renew the contract or offer any employment after the expiry of the contract term except in accordance with the relevant Monash University Enterprise Agreement.

Signature

Date

/ / 20

FOR HR OPERATIONS USE ONLY

Processed		Date	/ / 20	Checked		Date	/ / 20
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