

Instructions for completing the Notification of Conversion Form

1. This form is to be used when a fixed-term staff member applies for conversion to a continuing appointment.
2. Except where the staff member is employed under an Australian Workplace Agreement, all conversions must comply with the relevant Enterprise Agreement, accessible at www.monash.edu.au/entbarg:
 - Clause 19.4 of the Monash University Enterprise Agreement (Academic & General Staff) 2005;
 - Clause 18.6 of the Monash University Enterprise Agreement (Trades & Services Staff -Building and Metal Trades Staff and Grounds and Gardening Staff) 2005;
 - Clause 18 of the Monash University Enterprise Agreement (Trades & Services Staff – Catering & Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005;
3. Once completed the original form is to be forwarded to HR Operations, Human Resources Division.

SECTION 1 – STAFF MEMBER’S DETAILS										
Monash University Personnel Number										
Title	Family Name			Given Name(s)						
SECTION 2 – ORGANISATIONAL UNIT & POSITION DETAILS (current)										
Organisational Unit					Campus					
Position Number										
Employment Type										
Academic <input type="checkbox"/>		General <input type="checkbox"/>		Trades & Services <input type="checkbox"/>		Research <input type="checkbox"/>		Research Support <input type="checkbox"/>		
SECTION 3 – ELIGIBILITY CRITERIA										
Please Note: 1. A tick in the 'No' column of any of the criteria in Part A will render the staff member ineligible for conversion. 2. A tick in the 'Yes' column in Part B may, on reasonable grounds, render the staff member ineligible for conversion. 3. If any doubt exists regarding the application of any of the criteria in a particular case, HR Operations should be consulted										
PART A - ELIGIBILITY CRITERIA										
A.1.	Has it been determined that the staff member will be offered further fixed-term employment in the same position or a position with the same or substantially similar duties at the expiration of his/her fixed-term contract?							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A.2.	Was the staff member appointed to the relevant position through a competitive and open selection process? <i>A 'competitive and open selection process' refers to the staff member having successfully competed for the position following internal and/or external advertisement of the position.</i>							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A.3.	Is the position to be converted to continuing substantially the same as that which the staff member has performed for the duration of the previous contract in terms of level, duties and salary? <i>A position cannot be converted upwards or downwards in HEW or academic classification levels. A position should not be reclassified at the same time as conversion.</i>							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A.4.	Is there a record of satisfactory performance in the position as defined by the applicable performance management process?							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
PART B - EXCLUSIONS										
B.1.	Is the staff member a student, or has recently been a student, other than where his/her status as a student is irrelevant to their engagement and the work required?							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B.2.	Is the staff member a genuine retiree or on a pre-retirement contract? <i>A 'genuine' retiree means a person who is in receipt of any form of Australian retirement income or benefit that is dependent upon them having retired.</i>							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B.3.	Is the staff member a Professor, Professorial Fellow, Adjunct Professor, Research Professor, Professor appointed conjointly, Dean or above?							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B.4.	Is the staff member subject to disciplinary action under the relevant section of the Monash University Enterprise Agreement 2005? <i>For general staff, satisfactory performance may be determined by reference to the General Staff Development & Performance Management Scheme.</i> <i>For academic staff, satisfactory performance may be determined by reference to the Academic Staff Performance Management Scheme.</i> <i>For Trades and Services staff, satisfactory performance may be determined by reference to the Trades and Services Staff Performance Enhancement Scheme</i>							Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B.5.	Is the staff member employed as general staff <u>and</u> in receipt of salary in excess of that prescribed for HEW Level 10 in the Monash University Enterprise Agreement (Academic & General Staff) 2005?							Yes <input type="checkbox"/>	No <input type="checkbox"/>	

B.6.	Is the position in a discontinuing organizational work area or part of such an area consisting of 3 or more staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.7.	Is the staff member employed on a performance-based contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.8.	Is the position for a specific task or project, or funded by identifiable funding external to the University (which may include research/grant funds but does not include Government operating grants or funding from fees paid by or on behalf of student)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.9.	Is the position in a new organization for up to 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.10.	Is the position filling a temporary vacancy or meeting a curriculum requirement for recent professional practical or commercial experience?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other (please specify)
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SECTION 4 – REQUEST FOR CONVERSION STAFF MEMBER’S SIGNATURE

Signature	Please print name
Date. ___/___/___	Contact No. _____

SECTION 5 – AUTHORISATION BY ORGANISATIONAL UNIT

In authorising this conversion from fixed-term to continuing appointment

- I am satisfied that –
 - the staff member identified in Section 1 is eligible for conversion in accordance with the conversion process outlined in the relevant Monash University Enterprise Agreement, or where applicable the relevant AWA Terms and Benefits Policy.
 - The information provided above is correct.
- I certify that the funds are available for 2008 and beyond for this **continuing appointment**, having regard to the Faculty/Division budget planning targets for 2008.

Additional Comments.....
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Authorisation 1 – Head of Department / Organisational Unit		Authorisation 2 – Dean or Divisional Director	
Signature		Signature	
Please print name		Please print name	
Contact Ext No. _____	Date ___/___/___	Contact Ext No. _____	Date ___/___/___

FOR HR OPERATIONS USE ONLY

Approved by Deputy Divisional Director Workplace Relations or nominee		Date ___/___/___
Information on Form entered on SAP by		Date ___/___/___
Information provided, checked & confirmed by		Date ___/___/___
Letter Sent to Staff Member by		Date ___/___/___

For further queries, please contact HR Inquiries on ext 20400 or alternatively, please visit www.adm.edu.au/human-resources/

Please return completed form to HR Operations, Human Resources Division, Monash University, VIC, 3800
Gippsland staff should return the completed form to HR Operations, Human Resources Division, Monash University Gippsland Campus, Churchill, VIC, 3842
Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>