

Staff Connect Self Service User Guide Fixed Term Expiry Advice

Date Last Updated	18 June 2018
Document Version	0.2

Contents

Overv	<i>r</i> iew	3
1.	Completing a FIxed term expiry advice online form	4
	Further Fixed TermConvert to Continuing	
	Contract End	
2.	Common Terms	.10

OVERVIEW

The Fixed Term Expiry Advice form will be created for staff whose employment arises from the ACU Staff Enterprise Agreement with a fixed term employment contract **expiring** within the next **3 months**. The creation of the form is automated, based on information stored within the staff member record and initiated by an **overnight batch process**.

When the form initiates, it will be an assigned task for the **appropriate supervisor** and notification will be an **email notification** also with a **link to the form**.

Normally, a supervisor will consider the needs of the school and the contributions made by the staff member together with the reasons for the employment of the staff member. At the time when the nominated supervisor needs to take an action in relation to a staff member and fixed-term employment, a discussion may occur with the staff member.

The supervisor will be required to make a recommendation regarding the **employment** of the staff member and the following recommendation options are available:

- Further Fixed Term
- Conversion to Continuing
- Contract End

Any Fixed Term contract requires a **fixed term reason**, together with an end date and any changes in the fraction (days and hours – known as a work pattern) of the staff member.

Note: Fixed Term Reasons are defined in the Employment of Fixed Term Staff Policy.

Once the nominated supervisor makes a recommended option, the form is 'submitted' and will be assigned to a HR staff member to review and initiate the recommended option.

If a further Fixed Term contract option is recommended, following HR's review, a contract will be generated and the recommended option together with the contract will be forwarded to the Member of the Executive and the Senior Executive for approval in line with the Delegation of Authority Policy and Register.

Following approval by the Senior Executive, the form together with the contract, will be forwarded to the staff member for acceptance. Once the staff member accepts, the contract details will flow directly into the HR/Payroll system to update the staff member record, including maintaining their salary payment.

If Conversion to continuing is the recommended option, a similar process outlined above will occur. Following acceptance by the staff member, the updated contract details will flow directly into the HR/Payroll system to update the staff member record, including maintaining their salary payment. Other provisions and entitlements for the changed appointment terms will occur.

If Contract End is the recommended option, the **separation form** (the online resignation process) will automatically be initiated. A similar process will occur in the event that a staff member declines the offer of Further Fixed Term.

1. COMPLETING A FIXED TERM EXPIRY ADVICE ONLINE FORM

- 1. In the notification email click on the link to the open the form.
- 2. **Review** the staff members details and ensure all information is correct.
- 3. Note the current contract expiry date.
- 4. The **University's ongoing needs** in relation to this position should be reviewed.
- 5. Discuss your recommended option with the staff member.
- 6. Indicate (using supplied dropdown) if a further employment contract will be offered (Further fixed term, conversion to continuing or ended).

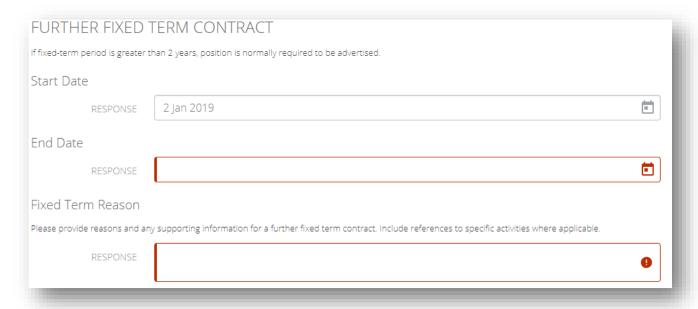


Note: If a position is to be made continuing you should update the position description, and for Professional Staff, the position classification request.

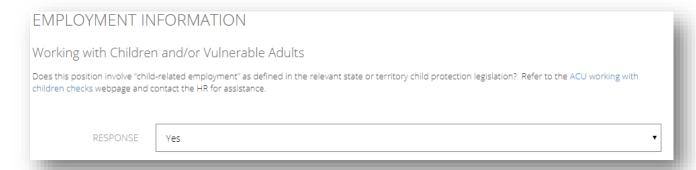
7. Click Next

Further Fixed Term

- Select the Start Date and End Date for the Further Fixed Term contract
 Note: The start date will however default to the first day after the current contract expires.
- 2. Provide the Fixed Term Reason. Employment of Fixed Term Staff Policy.



3. Indicate if the position involve "child-related employment" as defined in the relevant state or territory child protection legislation? Refer to the <u>ACU working with children checks</u> webpage and contact HR for assistance.



- 4. Select the Work Pattern from the following options
 - Standard Full Time Hours: Monday to Friday, 7 hours per day
 - Other: Nominated days and hours, full or part time.

Note: Work patterns affects salary payments, accrual of leave, leave requests, application of public holidays.

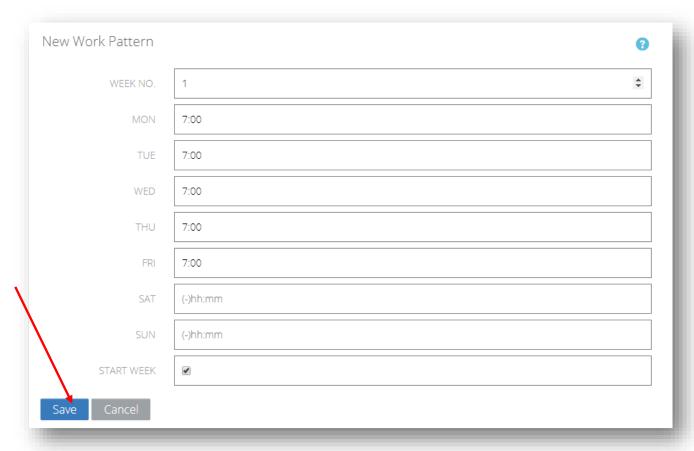
Click next.

For **Other work pattern:

5. Click in the **first row** of the "New Work Pattern" grid to open the work pattern editor.



- 6. In the work pattern editor, **update the work pattern** keeping in mind the 7 hour maximum working day and 35 hour work week.
- 7. If multi week work patterns are required, click on the green "+ Add row" button to add additional weeks. Note that FTE will be calculated as an average across the entire work pattern.



Click save.

- 8. Select the "Process" checkbox
- 9. Click save
- 10. Submit form that will be sent to HR for review and forwarding

Convert to Continuing

1. Select the Conversion Start Date

Note: The Conversion Start Date will default to the first day after the current contract expires.

2. Provide rationale for conversion.



3. Indicate if the position involve "child-related employment" as defined in the relevant state or territory child protection legislation? Refer to the <u>ACU working with children checks</u> webpage and contact the HR for assistance.



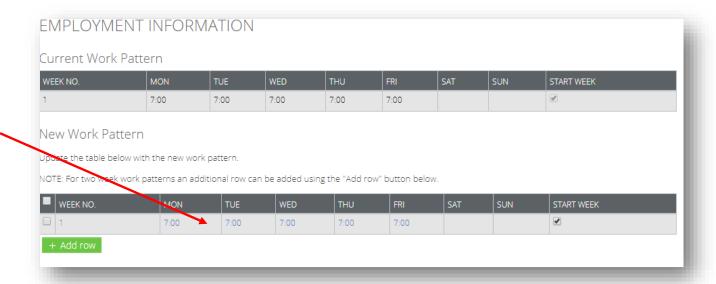
- 4. Select the Work Pattern from the following options
 - Standard Full Time Hours: Monday to Friday, 7 hours per day
 - Other: Nominated days and hours, full or part time.

Note: Work patterns affects leave requests, application of public holidays.

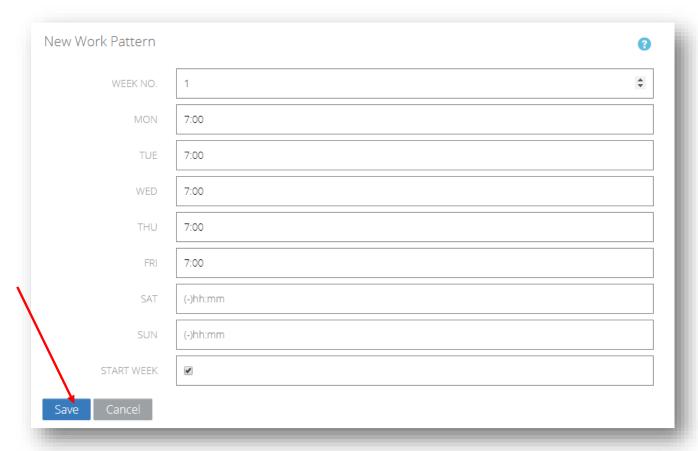
5. Click next.

For **Other work pattern:

6. Click in the first row of the "New Work Pattern" grid to open the work pattern editor.



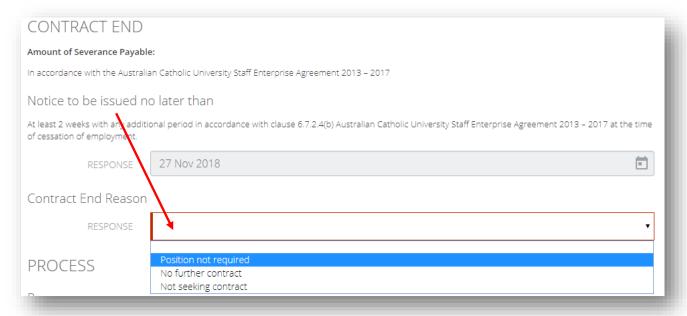
- 7. In the work pattern editor, **update the work pattern** keeping in mind the 7 hour maximum working day and 35 hour work week.
- 8. If multi week work patterns are required, click on the green "+ Add row" button to add additional weeks. Note that FTE will be calculated as an average across the entire work pattern.



- 9. Click save.
- 10. Select the "Process" checkbox
- 11. Click save
- 12. Submit form to HR for review and forwarding

Contract End

- 1. Check the date that is the latest date that Notice requires to be provided.
- 2. Select the Contract End Reason:
 - Position not required
 - No further contract
 - Staff member not seeking further employment contract



- 3. Select the "Process" checkbox
- 4. Click save
- 5. Submit form to **HR** for processing

2. COMMON TERMS

Expiry Last day of current fixed term employment period

Start Date First day of further fixed term contract **End Date** Last day of further fixed term contract