

THE APPOINTMENTS AND PROMOTIONS BILLBOARD

This billboard is the Appointments and Promotions communication method for keeping the University up-to-date on the changes that are being made to our Appointments templates, including updates to contract templates, forms and the development of guidelines to assist in implementing the new Enterprise Agreement.

Last Updated 27 March 2009

CHANGES TO CONTRACT TEMPLATES

- *Offer of Fellowship*
This template has been updated to include stronger wording for reversionary arrangements at the end of a fellowship. The attachment detailing special conditions for academic staff now prompts users to remove this attachment for full time fellowships, as the fellow will be working full time on the requirements of the project and will not necessarily be conducting the range of teaching and service activities listed in this document.
- *Offer of Headship, Deputy and Sub Dean*
The role statement for Heads of AOU attached to this template has been updated to include stronger wording around the responsibility of maintaining a healthy and safe working environment.
- *Expiry of Fixed Term or Cessation of Continuing (Contingent Funded) Employment*
This template has been updated to correct an error found in the notice period clause referred to under cessation of a continuing (contingent funded) contract.

Last Updated 4 March 2009

CHANGES TO CONTRACT TEMPLATES

- *Offer of Conversion Fixed Term to Continuing (Contingent Funded)*
This template has been updated to include the following paragraph: If the external funding that supports your continuing (contingent funded) appointment ceases, your employment will also cease unless there is opportunity for transfer within the University. The termination clause has also been altered.
- *Offer of Permanent Transfer*
This template has been updated to include options for staff members who upon transfer will be eligible for conversion to a Continuing (Contingent Funded) appointment. It also includes a new paragraph for staff members already employed on a Continuing (Contingent Funded) appointment who are transferring to another contingent funded position.
- *Offer of Casual Sessional Employment*
A number of headings in the casual/sessional academic staff salary rates have been corrected on page 7 of the contract template.
- *Acknowledgement of Resignation, Retirement and Pre-retirement Cessation*
These templates have been updated to include the new contact at DOI for advising of staff departures.
- *All other contract templates*
The overpayments, leave and disciplinary procedures clauses have been removed from all relevant contracts and the notice and termination clauses have been revised. The intention of these changes is to simplify and streamline the contract templates. A statement in relation to market loading reviews will also be included on the remuneration page (Attachment 1).

CHANGES TO FORMS

- *Temporary Transfer / HDA Form*
The Temporary Transfer form has been retitled "Temporary Transfer / HDA Form". It now includes the option to pay fixed amounts of HDA and a requirement to record the reason for the transfer/higher duties and the rationale for paying a fixed amount or percentage of HDA.

Last Updated 13 February 2009

CHANGES TO CONTRACT TEMPLATES

- *Visiting Fellow Letters*
Visiting Fellow letters have now been updated to the new format and branded with the ANU 'Discover' brand. The wording has been altered for more clarification and simplicity including the option to use these letters for both Visiting Fellows and School Visitors.
- *All contract templates*
All relevant templates have now been updated to reflect the salary sacrificing options changed in the new EA, as Director approval is no longer required for salary sacrificing arrangements above 50%. The superannuation statement has been changed accordingly.

CHANGES TO FORMS

- *Position Descriptions*
Position description templates (for both academic and general staff) have been updated to direct links to the new EA. The 'other duties as required' statement has also been included in the templates to help with consistency in wording.
- *Temporary Transfer Form*
The Temporary Transfer form has been updated to include the option of extension to an existing transfer. Please use the temporary transfer form for both new transfers and extensions to existing transfers.

Last Updated 23 January 2009

CHANGES TO CONTRACT TEMPLATES

Please note that all contract templates have now been updated to a new format which has a covering letter, followed by the employment contract. All letters also incorporate the new *Discover* employment brand.

The following contract templates have now been removed:

- *Offer of Additional Employment*
All offers of employment will now be made on a new employment offer, regardless of whether the employee has existing employment arrangements with the University.
- *Offer of Standard Fixed Term Employment*
This template has been removed and replaced with two alternative contract templates: the 'Offer of Continuing Employment'; and the 'Offer of Fixed Term Employment'.
- *Offer of Extension or Change of Hours*
This combined template has now been replaced by the 'Offer of Extension' template. Change of Hours no longer requires a contract variation letter. The 'Change of Hours' form is now used for both temporary and permanent changes to working hours.
- *Offer of Transfer or Promotion or Conversion*
This combined template has been replaced with several templates.
To make permanent transfers to employment arrangements, please use the 'Offer of Permanent Transfer'. This template must be used for all permanent transfers of employment. Temporary transfers are completed using the 'Temporary Transfer' form – a contract variation letter is not required.
Promotions are not offered using contract variation templates, staff are provided documentation as part of the Annual Academic Promotion Round. These templates are on the Academic Promotion website.
To offer conversion of employment, please select the appropriate conversion template: 'Offer of Conversion Fixed Term to Continuing'; 'Offer of Conversion Fixed Term to Continuing (Contingent Funded)'; or to convert from casual employment, please issue a new employment offer of either fixed term ('Offer of Fixed Term Employment') or continuing ('Offer of Continuing Appointment').

- *Fixed Term Expiry Letter*
This template has been removed and replaced with a combined template – Expiry of Fixed Term or Cessation of Continuing (Contingent Funded) position. Please use this template to notify employees of the cessation of their employment.
Note: the University is no longer required to provide notice of expiry of a fixed term appointment provided that the fixed term appointment (including any subsequent extensions) does not exceed 18 months and that the end date was stated in the original offer (or extension) letter.

The following contract templates have been amended to incorporate the requirements of the new Enterprise Agreement:

- *Offer of Continuing*
This template is for: new continuing appointments; staff being converted from casual to continuing appointments; and offers of additional employment (continuing). Please note that in accordance with clause 26.2 (e) the position description must be included with the offer of employment. The option to provide the position description at a later date has now been removed.
- *Offer of Fixed Term*
This template is for: new fixed term appointments; staff being converted from casual to fixed term appointments; and offers of additional employment (fixed term). All fixed term appointments must fit into a fixed term employment category, and this category must be stated in the employment offer. Please note that in accordance with clause 26.2 (e) the position description must be included with the offer of employment. The option to provide the position description at a later date has now been removed.
- *Offer of Extension*
This template is to extend existing fixed term appointments. All fixed term extensions must fit into a fixed term employment category, even if the original appointment was not made under the current EA. Note that if the fixed term appointment has been made on contingent funding, and the original appointment or total appointments to date is 12 months or more, the staff member must be offered conversion to continuing (contingent funded) employment. Please use the 'Offer of Conversion Fixed Term to Continuing (Contingent Funded)'.
- *Offer of Permanent Transfer*
This template is to offer a permanent transfer of employment. Please note that temporary transfers are handled using the 'Temporary Transfer Form' – a contract variation is not required. Please note that in accordance with clause 26.2 (e) the position description must be included with the offer of employment. The option to provide the position description at a later date has now been removed.
- *Offer of Conversion Fixed Term to Continuing*
This template is to convert fixed term appointments to continuing appointments. If you are converting eligible fixed term appointments to continuing (contingent funded) appointments, please use the 'Offer of Conversion Fixed Term to Continuing (Contingent Funded)'.
- *Offers of Casual Employment*
Casual employment offers can no longer have end dates, as this constitutes fixed term employment. The option to include an end date in casual employment templates has now been removed.

Please note that in accordance with clause 26.2 (c) (i) all casual contracts of employment must include the duties to be performed. Duties can no longer be provided at a later date by the supervisor. In accordance with clause 26.2 (c) (iv) all casual contract templates now include the following statement regarding overtime: "any additional duties required during the term will be paid for at the rate of pay appropriate to the classification level of the additional duties".
- *Offer of Fellowship/Offer of NHMRC Fellowship*

These templates have been updated to incorporate the new EA requirements, but are fundamentally unchanged.

- *Expiry of Fixed Term or Cessation of Continuing (Contingent Funded) Appointment*
This template has been updated from the original fixed term expiry letter to include the option to provide notice of cessation of Continuing (Contingent Funded) appointments. Expiry letters must be issued in accordance with the notice periods of the EA (*clause 74*).

CHANGES TO APPOINTMENTS FORMS

- *Extension to Fixed Term Employment*
The Extension Form has been updated with a note to remind practitioners that some extensions to fixed term will in fact be eligible for conversion to Continuing (Contingent Funded) employment, where the original or total employment to date is 12 months or greater in duration and the employment is linked to contingent funding. The new fixed term categories from the EA have been included, as a category is now mandatory for fixed term employment under the new EA.
- *Request for Conversion of Employment*
The Conversion Form is to be used in circumstances where a fixed term employee is being extended and is eligible for conversion to Continuing (Contingent Funded) employment. The form has been updated to include Continuing (Contingent Funded) employment as an option, and to include the new fixed term categories.
- *Selection Committee Report*
The Selection Committee Report has been updated to include the new fixed term categories, as a category is now mandatory for fixed term employment under the new EA.
- *Temporary Transfer Form*
The Temporary Transfer form has now been updated to include a signature from the employee being transferred. This form now replaces the Higher Duties Authority form which has been removed from the web.
- *Employment Without Advertisement Form*
The Employment Without Advertisement form has been updated to include the new fixed term categories, as a category is now mandatory for fixed term employment under the new EA.

CHANGES TO APPOINTMENTS PRACTICE ARISING FROM THE EA IMPLEMENTATION

Fixed Term Employment Categories

Pre HEWRR's terminology has been reinstated.

What that means for us:

- Fixed Term appointments must be compliant with one of the fixed term employment categories listed in clause 18 of the new agreement.
- The category will need to be stated in the contract of employment, A&P are currently updating the contracts and will let you know when they are available on the web.
- When advertising fixed term vacancies a fixed term category will need to be determined prior to advertising, however does not need to be included in the advertisement. A&P will update the help text in Recruit@ANU as a prompt to enter this information.
- When extending fixed term contracts or appointing without advertisement a fixed term category must be determined and stated in the extension/offer letter. Alternatively the extension may be eligible for continuing (contingent funding) contract.

The fixed term categories are listed in clause 18 of the new agreement:

http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Bargaining/EBA2008to2009.pdf

Casual Employment

Casual General Staff member can be appointed when:

The work involves an irregular pattern of hours or is on an intermittent or irregular basis
or

The work involves a regular pattern of hours or is on a regular basis when:

- Replacing a continuing contingent funded or fixed term staff member who is absent from work
- The appointment is to fill a vacancy during a selection process
- The duration of the appointment is for less than 6 months
- The regular pattern of hours is less than 14 per fortnight

Continuing (Contingent Funded) Employment

A fixed term staff member appointed to a position funded by contingent funding for a period of 12 months or more, and who is to be appointed to their second consecutive contract, shall be employed on a Continuing (Contingent Funded) contract of employment.

'**Contingent Funding**' is defined as limited funding provided from external sources, but not funding that is part of an operating grant from government or funding comprised of payments of fees made by or on behalf of students.

What that means for us:

- Once the agreement is certified existing staff on contracts of 12 months or more (who are linked to contingent funding), and who are on their second (or more) consecutive contract will be converted to a continuing (contingent funded) contract.
- In the upcoming months areas are to identify all employees who may be eligible for conversion to continuing (contingent funded) employment and issue a variation letter. A variation template will be available on the web for these conversions.

For further information regarding Continuing (Contingent Funded) Employment:

http://info.anu.edu.au/hr/assets/Salaries_and_Conditions/Enterprise_Bargaining/contingent_employment.pdf