CONVERSION FROM CASUAL TO FIXED-TERM OR CONTINUING EMPLOYMENT

Eligible casual professional staff may apply for conversion to fixed-term or continuing employment.

Staff are eligible to apply if:

- they have been employed on a regular and systematic basis in the same (or a similar and identically classified) position in the same department (or equivalent); and
- they have served the required qualifying period over that employment.

The required qualifying period is 12 months if the staff member has worked at least an average of 18.375 hours per week over that 12-month period. Otherwise the required qualifying period is 24 months.

The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (the “EA”) outlines the provisions applying to conversion from casual to fixed-term or continuing employment.

Clause 20 provides as follows:

20.1 A casual staff member must not be engaged and re-engaged nor have his/her hours reduced in order to avoid any obligation under this clause or Schedule 4.

20.2 Upon appointment, the University will advise a casual staff member that, after serving qualifying periods, a casual staff member may have a right to apply for conversion and a copy of the conversion provisions of this Agreement will be made available to such casual staff members.

20.3 The University will also take reasonable steps from time to time to inform casual staff members of the conversion provisions of this Agreement.

20.4 An eligible casual staff member may apply in writing for conversion to non-casual employment in accordance with the conversion provisions of Schedule 4.

The University must consider any applications received for conversion and they may only be refused on reasonable grounds. Schedule 4 of the EA lists the following examples of reasonable grounds for refusal:

(a) the staff member:

   (i) is a student, or has recently been a student, other than where his/her status as a student is irrelevant to his/her engagement and the work required; or
   (ii) is a genuine retiree; or
   (iii) is performing work which will either cease to be required or will be required or will be performed by a non-casual staff member, within 26 weeks (from the date of application); or
   (iv) has a primary occupation with the University or elsewhere, either as a staff member or as a self-employed person; or
   (v) does not meet the essential requirements of the position; or

(b) the work is ad hoc, intermittent, unpredictable or involves hours that are irregular.
Any conversion from casual to fixed-term or continuing employment will be consistent with the staff member’s casual engagement. Conversion may be on a part-year, annualised hours, or seasonal employment basis where it is agreed between the University and the staff member, or it is the custom and practice for how the staff member’s casual hours have been worked.

If you have any questions about applying for conversion to fixed-term or continuing employment, please contact the staff at Monash HR at workplacerelations@monash.edu