

# Employment of Fixed Term Staff Procedure

## Section 1 - Governing Policy

(1) This Procedure is governed by the [Employment of Fixed Term Staff Policy](#).

## Section 2 - Scope/Application

(2) This Procedure sets out the requisite steps for the implementation of the [Employment of Fixed Term Staff Policy](#).

## Section 3 - Appointment - New Fixed-term Position

(3) A nominated supervisor wishing to fill a position should follow one of these processes:

- a. for a direct appointment - refer to the [External Appointment - Staff Connect User Guide](#), or
- b. to advertise the position - refer to the [Recruitment Request - Staff Connect User Guide](#)

(4) All Staff Connect guides are located in the [ACU](#) portal.

(5) When completing these processes, the supervisor will identify:

- a. the mode of employment as fixed-term, and
- b. the reason for fixed-term employment. This must comply with one of the reasons set out in the [Employment of Fixed Term Staff Policy](#).

## Section 4 - Expiry of a Fixed-term Contract

(6) Three months prior to the expiry of a staff member's fixed-term contract, a Fixed Term Expiry Advice (FTEA) form will be presented to the nominated supervisor via Staff Connect as a task. An email notification will also be sent with a link to the form.

(7) The FTEA form provides the nominated supervisor with the relevant information concerning expiry of the staff member's fixed-term employment contract(s) and provides decision options. These employment decisions include:

- a. further fixed-term contract;
- b. convert to continuing, with or without advertisement (refer to Section 6 of the [Employment of Fixed Term Staff Policy](#));
- c. contract end.

(8) The [Staff Connect Self Service Guide - Fixed Term Expiry Advice](#) provides further information relating to the different contract options. Once the nominated supervisor decides on an employment option, the form is submitted

and will be assigned to a P&C staff member to review and initiate the relevant workflow process.

## Section 5 - Advertising the Position

(9) It is the responsibility of the nominated supervisor to complete the FTEA form in a timely manner, including the employment option being proposed. If a decision is made to advertise the position, it should be noted that sufficient lead time will be required to ensure that all steps involved in the recruitment and selection process can be undertaken within the timeframe required.

## Section 6 - Provision of Notice

(10) If it is recommended to not offer the fixed-term staff member a further contract, the recommendation must be received in time to enable the provision of appropriate notice to the staff member. The provision of notice in such circumstances is a requirement of the [ACU Staff Enterprise Agreement 2017-2021](#).

(11) The [Employment of Fixed Term Staff Policy](#) outlines the notice periods required to provide written notice. In the absence of timely advice of such notice, the University may be obliged to make payment in lieu of the requisite notice of termination to a fixed-term staff member.

## Section 7 - Waiver of Recruitment and Selection Policy

(12) If the recommendation seeks the waiver of the normal [Recruitment and Selection Policy](#) requirements in relation to the advertising of employment opportunities, justification for this waiver should be included on the FTEA for the delegated officer's consideration.

## Section 8 - Revisions made to this Procedure

(13) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab..

Date	Major, Minor or Editorial	Description
19 April 2022	Editorial	Updated hyperlinks, updated Responsible Officer to Chief People Officer.

(14) Unless otherwise indicated, this Procedure will still apply beyond the review date.

## Section 9 - Further Assistance

(15) Any staff member who requires assistance in understanding this Procedure should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

# Section 10 - Associated Information

(16) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th December 2023
<b>Review Date</b>	14th May 2024
<b>Approval Authority</b>	Director, Governance
<b>Approval Date</b>	18th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability