

Staff Connect Self Service User Guide Fixed Term Expiry Advice

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Contents

Overview.....	3
1. Completing a Fixed term expiry advice online form	4
Further Fixed Term.....	5
Convert to Continuing	7
Contract End	9
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).

OPTIONS FOR RECOMMENDATION

Employment Options Available

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

RESPONSE	<div style="border: 1px solid black; padding: 2px;"><p>Further Fixed Term</p><hr/><p>Further Fixed Term</p><p>Convert to Continuing</p><p>Contract End</p></div>
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[Save](#)

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

1. 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](#).

FURTHER FIXED TERM CONTRACT

If fixed-term period is greater than 2 years, position is normally required to be advertised.

Start Date

RESPONSE

2 Jan 2019



End Date

RESPONSE



Fixed Term Reason

Please provide reasons and any supporting information for a further fixed term contract. Include references to specific activities where applicable.

RESPONSE



3. Indicate if the position involve “child-related employment” as defined in the relevant state or territory child protection legislation? Refer to the [ACU working with children checks](#) webpage and contact HR for assistance.

EMPLOYMENT INFORMATION

Working with Children and/or Vulnerable Adults

Does this position involve “child-related employment” as defined in the relevant state or territory child protection legislation? Refer to the [ACU working with children checks](#) webpage and contact the HR for assistance.

RESPONSE

Yes



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.

EMPLOYMENT INFORMATION

Current Work Pattern

WEEK NO.	MON	TUE	WED	THU	FRI	SAT	SUN	START WEEK
1	7:00	7:00	7:00	7:00	7:00			<input checked="" type="checkbox"/>

New Work Pattern

Update the table below with the new work pattern.

NOTE: For two week work patterns an additional row can be added using the "Add row" button below.

<input type="checkbox"/>	WEEK NO.	MON	TUE	WED	THU	FRI	SAT	SUN	START WEEK
<input type="checkbox"/>	1	7:00	7:00	7:00	7:00	7:00			<input checked="" type="checkbox"/>

+ Add row

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.

New Work Pattern

WEEK NO.

1

MON

7:00

TUE

7:00

WED

7:00

THU

7:00

FRI

7:00

SAT

(-)hh:mm

SUN

(-)hh:mm

START WEEK

Save

Cancel

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.

CONVERSION DETAILS

Conversion Start Date

RESPONSE

2 Jan 2019



Rationale for conversion

RESPONSE

3. Indicate if the position involve “child-related employment” as defined in the relevant state or territory child protection legislation? Refer to the [ACU working with children checks](#) webpage and contact the HR for assistance.

EMPLOYMENT INFORMATION

Working with Children and/or Vulnerable Adults

Does this position involve “child-related employment” as defined in the relevant state or territory child protection legislation? Refer to the [ACU working with children checks](#) webpage and contact the HR for assistance.

RESPONSE

Yes



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.

EMPLOYMENT INFORMATION

Current Work Pattern

WEEK NO.	MON	TUE	WED	THU	FRI	SAT	SUN	START WEEK
1	7:00	7:00	7:00	7:00	7:00			<input checked="" type="checkbox"/>

New Work Pattern

Update the table below with the new work pattern.

NOTE: For two week work patterns an additional row can be added using the "Add row" button below.

<input type="checkbox"/>	WEEK NO.	MON	TUE	WED	THU	FRI	SAT	SUN	START WEEK
<input type="checkbox"/>	1	7:00	7:00	7:00	7:00	7:00			<input checked="" type="checkbox"/>

+ Add row

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.

New Work Pattern

WEEK NO.

1

MON

7:00

TUE

7:00

WED

7:00

THU

7:00

FRI

7:00

SAT

(-)hh:mm

SUN

(-)hh:mm

START WEEK

Save

Cancel

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

CONTRACT END

Amount of Severance Payable:
In accordance with the Australian Catholic University Staff Enterprise Agreement 2013 – 2017

Notice to be issued no later than
At least 2 weeks with any additional period in accordance with clause 6.7.2.4(b) Australian Catholic University Staff Enterprise Agreement 2013 – 2017 at the time of cessation of employment.

RESPONSE 27 Nov 2018

Contract End Reason
RESPONSE

PROCESS

- Position not required
- No further contract
- Not seeking 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