



Employment of Fixed Term Staff

Q&A

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Q1. What is fixed term employment?

A1. Fixed term employment is employment for a specified term or ascertainable period. Staff appointed on a fixed term basis shall receive a letter of offer specifying the start and end date of employment or in the absence of a finishing date, will specify the circumstance(s) or contingency relating to a specific task or project, upon which employment will cease. A fixed term staff member will be offered conditions of employment in accordance with the *University policy on Fixed Term employment*.

Q2. Why does the University appoint staff on a fixed term basis?

A2. Fixed term employment provides a mechanism for the engagement of staff other than on a continuing basis to fulfil temporary work activity needs identified by the University. The use of fixed-term employment as a form of employment is subject to University funding and operational requirements, and is managed in line with the provisions of the *Employment of Fixed Term Staff Policy*.

Q3. As the nominated supervisor do I need to advertise externally to fill a fixed term role?

A3. Fixed term positions greater than two years' duration are normally advertised externally in accordance with the University policy on Recruitment and Selection.

Q4. As the nominated supervisor can I directly appoint a person to fill a fixed term role?

A4. A nominated supervisor wishing to fill a position without advertisement must complete a *Request to Appoint – Continuing or Fixed Term Appointment form*. The nominated supervisor must complete in detail section 2A – request for direct appointment and provide all required documentation in order for the delegated authorising officer to approve or after consideration deny the direct appointment. In general a position of less than two years may be filled by nomination directly without advertisement.

Q5. What is the process to fill a fixed term appointment via an advertisement?

A5. A nominated supervisor wishing to fill a position where there is a requirement to advertise should complete the *Request to Appoint – Continuing or Fixed Term Appointment form*. The nominated supervisor must complete in detail section 2B – request to advertise and provide all required documentation in order for the delegated authorising officer to approve. The nominated supervisor should refer to the *Recruitment and Selection policy and guidelines* available on the Human Resources website when completing the form. Questions relating to the steps may be directed to the local Human Resources Consultant responsible for the Campus.

Q6. What are the responsibilities of the Chair of a Selection Committee?

A6. The Chairperson of a Selection Committee is the person who has the overall responsibility for a specific staff selection process and the responsibility for ensuring that the staff recruitment and selection policy and procedures are implemented with respect to that process. The Chairperson should refer to the *Guidelines on Selection Committee's and nominated Supervisor's* available on the Human Resources website which provides a step by step guide for the Chairperson and their responsibilities.

Q7. Can a fixed term appointment contain a period of probation?

A7. Fixed-term employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract. In general a second or subsequent fixed-term contract with the University will not contain a probationary period.

Q8. What notification is provided to the Nominated Supervisor regarding the end of a contract?

A8. Prior to the expiry of a current fixed-term contract, Human Resources will provide the nominated supervisor with a *Fixed-Term Expiry Advice (FTEA) form*. This form provides the nominated supervisor with relevant information concerning the staff member's fixed term employment contract(s) and advice concerning available employment options. The nominated supervisor completes the form and submits it to the relevant Executive Staff member for

approval. The Executive Staff member recommends to the relevant approving officer, the employment option being proposed.

Q9. What notification will be provided to you regarding your end of contract?

A9. As part of the notification process to the nominated supervisor a proforma letter is provided for the Executive Staff member to utilise in relation to notifying you about the end of your contract. This letter will be sent to you within the required notice time frame.

Q10. Will I be entitled to severance?

A10. If you are a fixed term staff member and your contract is not renewed you may be entitled to a severance payment depending on the commencement date of your fixed term employment, the length of your fixed term employment and other conditions which are outlined in the University policy "*Employment of Fixed Term Staff*".

Q11. How do I find out further information about fixed term staff?

A11. You can refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your nominated supervisor or contact your local Human Resources Consultant.