CONTINUING (CONTINGENT FUNDED) EMPLOYMENT (CCFE)
Guidelines (FAQs) for Converting a Fixed-Term Appointment to
Continuing (Contingent Funded) Employment

What is a CCFE?
A Continuing (Contingent Funded) Employment is a contract type where all eligible fixed term staff may be appointed onto a continuing (contingent funded) position, provided that all the eligibility criteria as prescribed in the relevant Collective Agreement are met.

How do I find out if I'm eligible for a CCFE conversion?
Eligibility is normally based on ‘the last 3 years of continuous’ employment in a contingent funded position (normally research grants or externally funded projects) and who is to be appointed to at least their second consecutive contract, on or after the relevant date of certification.

For further eligibility requirements, refer to the Edith Cowan University Enterprise Agreement 2017.

When does the CCFE conversion start?
Staff who meet the eligibility requirements on or after the date of certification of the Enterprise Agreement may be appointed to a CCFE.

What does a consecutive contract mean?
A consecutive contract means there is no break between the positions being funded by contingent funding.

Who approves the CCFE conversion?
The Line Manager together with the Head of School shall determine if there is sufficient funding for a CCFE conversion (including the severance component) and that the employee meets the eligibility requirements before offering a CCFE conversion. Line Managers are encouraged to discuss this with the staff member and advise them that it is subject to the relevant Line Executive’s approval as per the HR Delegations.

What happens if I'm on Temporary Business (Long Stay – subclass 457) or Temporary Skilled Shortage (TSS) visa? Does this affect my eligibility?
To be eligible for and offered a CCFE appointment, you will need to apply for and obtain Permanent Residency status prior to the expiration of your current fixed term contract.

Do I have to accept a CCFE conversion if further contingent funding is available and I meet the eligibility criterion?
Yes, if you meet all the eligibility requirements as prescribed in the Enterprise Agreement. An Establishment Form is not required with this conversion.

Can I request for an early CCFE conversion during my current fixed-term contract?
No. You remain appointed in your current fixed-term contract until such time it has been determined that you may qualify for a CCFE conversion, for which you may be eligible for.

What happens when the funding that supports my position ceases?
Further details are prescribed in the Edith Cowan University Enterprise Agreement 2017.
What is the process for notifying a funding extension for staff on a Continuing (Contingent Funded) Employment Appointment?

Three (3) months prior to the end of current funding for a CCFE appointment, Alesco will send the Line Manager and Head of School an email notification, identifying those staff on CCFE appointments where the external funding is close to expiring.

The Line Manager and Head of School (and other appropriate staff such as Senior School Officers and Finance Officers) are encouraged to consult with each other and:

1. Determine if there is sufficient funding to continue to support the position, including severance component.

2. If yes, determine how long for and
   a. The Head of School notifies Payroll via email to confirm there is sufficient funding and provide details for each employee (i.e. employee name, employee number, position number) and provide the new funding end date to support the position; and
   b. Notify staff member(s) of the date of the extended funding.

3. If no,
   a. Inform and liaise with the HR Account Manager to determine notice periods and severance eligibility. Refer to the Edith Cowan University Enterprise Agreement 2017 for further details; and
   b. Notify staff member(s) that funding is no longer available and their position will cease on the date the current funding ends. Discuss severance entitlements (where relevant); and
   c. Prepare the CCFE Termination Letter and provide this to the staff member(s) and send a copy to Payroll.

Note: If funding is no longer available and the incumbent(s) cease employment with the University, the position will be automatically disestablished, unless otherwise advised.

Refer to the CCFE Process Map for an overview of the procedure.

For information relating to notice periods and severance eligibility (if applicable) refer to the Enterprise Agreement.

If you have further questions about CCFEs, please contact your relevant HR Account Manager.