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 relevant Collective Agreement:
- For General Staff – Clause 9.7.4, subclause 9.7.4.2
- For Academic Staff – Clause 8.5.4, subclause 8.5.4.2

When does the CCFE conversion start?
Staff who meet the eligibility requirements on or after the date of certification of the relevant Collective Agreement may be appointed to a CCFE based on the following dates the Agreements were certified:
- For General Staff – 16 February 2010
- For Academic Staff – 2 March 2010

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) 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 relevant Collective 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 relevant Collective Agreement:

- For General Staff – Clause 9.7.4.6
- For Academic Staff – Clause 8.5.4.6

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 relevant Collective Agreement.

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