

Fixed-Term Contract Process During COVID-19 (Effective 30 March 2020)

A **recruitment freeze** is in place until December 2020 at which point this will be reviewed. This impacts fixed term contracts that are due to end:

1. Specific Task or project;
2. Research;
3. Replacement employee;
4. Recent professional practice;
5. Pre-retirement contract;
6. CCFE.

2. Exceptions

- a. The recruitment freeze does not apply to contracts that are funded fully from external sources.
- b. In any other circumstance where the “business area” forms the view an exception should apply based on the criticality of the role and demonstration that the no other University employee could reasonably be deployed to the role the process below applies.

3. Process to be followed to seek an exception under 2(b) above.

Possible exceptions must first be discussed with their relevant [HR Business Partner](#) (HRBP).

The HRBP will discuss the following to determine if the fixed term contract needs to be extended:

- a. Does this position need to be extended in the current climate? If so, what is the criticality of this role in the current climate? *Business areas will need to demonstrate why the role is critical, why it needs to proceed now, how proceeding benefits the sustainability of the University's operations.*
- b. Can the position be filled by an internal staff member temporarily until Recruitment recommences again? *This assessment will include consideration of staff who could be deployed from areas across the University due to downturn in work available in their substantive role/s. In the case of fixed term appointments a strong preference will be given to filling these roles with staff available to be temporarily deployed to the role.*
- c. Is there enough work for the employee to work remotely should the University move to the scenario where the Government requires all citizens (other than designated emergency personnel) to remain at home.
- d. How long have they been in this position for?
- e. Did they come through a merit-based selection process?
- f. Position details including:
 - i. Academic or Professional appointment;
 - ii. Classification of appointment;
 - iii. Recruitment type (fixed-term vs ongoing);
 - iv. Length of appointment and fixed term category type (if fixed term);
 - v. FTE; and
 - vi. Indicate the impact of not being able to fulfil this position if this was not approved.
- g. Are any of these fixed-term employees on a visa?

Note: the ability for a Line Supervisor to manage fixed term contracts via Staff Kiosk has been switched off.

4. Options after discussion with HRBP:

Based on discussions with the HRBP, the Business area may decide to:

- a. Cease the fixed term appointment; or
- b. Consider the appointment of an internal staff member as a temporary transfer; or
- c. Request that the case proceed for consideration of the C-19 Recruitment Panel for their determination.

The HRBP will progress cases for consideration to the C-19 Recruitment Panel via the Director HR.

COVID-19 Recruitment Panel Members:

1. Jenny Robertson (Director, HRSC);
2. Arshad Omari (Senior Deputy Vice-Chancellor); and
3. Scott Henderson (Vice-President, Corporate Services)

Fixed term contracts permitted with support from the HRBPs:

The following scenario could proceed without an argued case to the C-19 Recruitment Panel provided a discussion with the HRBP has taken place and is supported by the HRBP, where it is a:

- Research fixed term contract type.

Fixed term contract extensions requiring COVID-19 Recruitment Panel's approval:

The C-19 Recruitment Panel will approve/not approve all other scenarios such as but not limited to:

- Contracts for all other fixed term category type; or
- Internal Temporary Transfers;
- Where the employee has not previously undergone a competitive merit-based recruitment activity on their first appointment to the position; or
- Contract that is being requested is for a non-core function position; or
- Conversions to ongoing (e.g. CCFE, or fixed term to ongoing).

1. The panel will consider cases via circulation of details. The Director HR will inform the relevant HRBP and the Manager, HR Services of the outcome. The HRBP will inform the Business area of the outcome. HR Services will capture all incoming requests and their outcomes for record keeping purposes.
2. The request is either approved or not approved by this Panel and the decision will be final.

If the fixed term contract is approved for appointment, HR Services will issue a new contract to the employee via Crossboard.