**Template – CONVERSION APPROVAL – FIXED TERM TEMP [DELETE HEADING WHEN FINALISING LETTER]**

Dear [insert name]

* Your request to be converted to permanent employment has been approved
* Subject to your agreement, your conversion will take effect from [INSERT DATE]
* [INSERT IF FULL-TIME HOURS NOT OFFERED] The permanent hours of work offered are: [INSERT HOURS OF WORK PER WEEK/FORTNIGHT]
* The details of your permanent appointment offer are enclosed at the end of this letter.

I have completed the review of your fixed term temporary employment and am pleased to let you know that, if you agree, you will be converted to permanent employment in the role of [ROLE NAME, BUSINESS UNIT, AGENCY, INCLUDE HOURS OFFERED AND BASIS FOR OFFERING THOSE HOURS WHERE LESS THAN FULL TIME], with effect from [DATE OF CONVERSION].

[INSERT IF FULL TIME HOURS NOT OFFERED AND HOURS OFFERED LESS THAN THE GREATER OF THE CURRENT HOURS OR THE AVERAGE HOURS WORKED OVER THE PRECEDING TWO YEARS]

I have decided to convert you at [INSERT HOURS OF WORK PER WEEK/FORTNIGHT]. These hours are fewer than the [average hours you have worked over the last two years] [hours you worked last week] [LEAVE WHICHEVER THE GREATER HOURS]. The reason I have offered these hours is [EXCEPTIONAL CIRCUMSTANCES THE BASIS FOR THE LESSER HOURS].

You may appeal the decision about the hours offered, and I have included additional information about the appeal process and your appeal rights at the end of this letter.

I would also like to take this opportunity to thank you for the contribution you have made to [AGENCY] and look forward to working with you on an ongoing basis.

If you have any questions about the contents of this letter, or do not wish to be converted to permanent employment, please contact [CONTACT NAME] on [TELEPHONE NUMBER].

Yours sincerely

Decision Maker

**[Address Block]**

**Appointment information**

[OUTLINE USUAL APPOINTMENT INFORMATION].

**Additional information**

**Decision making framework**

This review is conducted in accordance with the *Public Service Act 2008* (PS Act) and the Fixed term temporary employment directive 09/20. The PS Act is available at: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2008-038> and the directive is available at <https://www.forgov.qld.gov.au/documents/directive/0920/temporary-employment>

**Appeal rights**

Section 194(1)(e)(ii) of the PS Act and clause 11.3 of the Fixed term temporary employment directive 09/20 provide that a fixed term temporary employee may appeal an offer made under section 149B(3)(b) for conversion to permanent employment as a general employee on tenure or a public service officer in the circumstances where the hours of work offered are less than the hours required to be offered by clause 7.4.

Clause 7.4

Unless there are exceptional circumstances, when deciding the hours of work to be offered when converting an employee under section 149(3)(b), the chief executive should offer hours of work that are no less than the greater of the following amounts:

(a) the hours worked by the employee in the continuing role or role that is substantially the same, in the week immediately before the chief executive’s decision

(b) the average hours per week worked by the employee in the continuing role or role that is substantially the same, over the last two years.

There are also procedural requirements, such as time limits, under the *Industrial Relations Act 2016* that must be met to appeal this decision.Further information is available in the Queensland Industrial Relations Commission’s public service appeals guide at: <https://www.qirc.gov.au/public-service-appeals>.

**Human rights**

Under the *Human Rights Act 2019*, decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this directive, to give proper consideration to human rights.

If you consider that a relevant human right has not been taken into account in making this decision, you may make a complaint using your agency’s process for making a human rights complaint. If you appeal a decision, you can include information about your human rights complaint.

Further information about your human rights is available: <https://www.qhrc.qld.gov.au/your-rights/human-rights-law>.