Template letter: Conversion approval – non-permanent employment

|  |
| --- |
| *This template letter informs a non-permanent employee that their request to be converted to permanent employment is approved under the Act and Review of non-permanent employment (Directive 02/03).* [Delete before sending letter] |

[Address]

[Employee email address]

Key points:

1. This letter is an offer to convert your employment to a permanent basis.
2. Subject to your agreement, your conversion will take effect from [insert date].
3. The permanent hours of work offered are [insert hours per week/fortnight].
4. The details of your permanent employment offer are enclosed at the end of this letter.

Dear [insert name],

I have completed the review of your non-permanent employment.

I am pleased to advise 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 work cycle/roster period 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 work cycle or rostering period – leave whichever is 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 [insert department, agency or entity’s name] and look forward to working with you on an ongoing basis.

[Insert name] has been assigned as the contact for the review. Should you have any questions about the contents of this letter, or do not wish to be converted to permanent employment, please contact [insert name of contact] on [insert telephone number].

Yours sincerely

Decision maker

[Address]

Attachment 1 – Employment summary (**include any previous conversion review decisions and reasons)Additional information**

**Decision making framework**

This review is conducted in accordance with the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034)(Act) and the [Review of non-permanent employment (Directive 02/23](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/review-of-non-permanent-employment-directive-0223)).

**Eligibility for review – section 113 and 115**

To be eligible for a non-permanent to permanent employment review, you must

1. be a non-permanent employee
2. have been employed in the agency for either one year or two years continuously (including casual engagements)
3. have had total breaks in employment of less than six weeks in the previous years’ service or 12 weeks in the previous two years’ service.

**Conditions and principles for non-permanent to permanent conversion – section 114(1-6)**

1. This section applies if a public sector employee makes a request under [section 113](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.113).
2. The employee’s chief executive must decide the request within 28 days after receiving the request.
3. The employee’s chief executive may decide to offer to convert the employee’s employment to a permanent basis only if—
	1. the employee’s chief executive considers—
		1. there is a continuing need for someone to be employed in the employee’s role, or a role that is substantially the same as the employee’s role; and
		2. the employee is suitable to perform the role; and
	2. any requirements of an industrial instrument are complied with in relation to the decision.
4. If the matters in subsection (3) are satisfied, the employee’s chief executive must decide to offer to convert the employee’s employment to a permanent basis, unless it is not viable or appropriate to do so having regard to the genuine operational requirements of the public sector entity.
5. If the employee’s chief executive decides not to offer to convert the employee’s employment to a permanent basis, the chief executive must give the employee a notice stating—
	1. the reasons for the decision; and
	2. the total period for which the employee has been continuously employed under [section 113](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.113)(3) in the public sector entity; and
	3. how many times the employee’s employment on a non-permanent basis has been extended.
6. Subsection (5)(c) does not apply in relation to employment on a casual basis.

**Conditions and principles for status review after 2 years continuous employment – section 115(1-5)**

1. If a public sector employee mentioned in [section 112](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.112)(1) has been continuously employed in the same public sector entity for at least 2 years, the employee’s chief executive must decide whether to—
	1. continue the employee’s employment according to the terms of the employee’s existing employment; or
	2. offer to convert the employee’s employment to a permanent basis.
2. The employee’s chief executive must make the decision within the required period after—
	1. the end of 2 years after the employee has been continuously employed on a non-permanent basis in the public sector entity; and
	2. each 1-year period after the end of the period mentioned in paragraph (a) during which the employee is continuously employed on a non-permanent basis in the public sector entity.
3. In making the decision—
	1. [section 114](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.114)(3) and (4) applies to the employee’s chief executive; and
	2. the employee’s chief executive must have regard to the reasons for each decision previously made, or taken to have been made, under this section or [section 114](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.114) in relation to the employee during the employee’s period of continuous employment.
4. If the employee’s chief executive decides not to offer to convert the employee’s employment to a permanent basis, the chief executive must give the employee a notice stating—
	1. the reasons for the decision; and
	2. the total period for which the employee has been continuously employed on a temporary basis for a fixed term or on a casual basis in the public sector entity; and
	3. how many times the employee’s employment on a non-permanent basis has been extended; and
	4. each decision previously made, or taken to have been made, under this section or [section 114](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.114) in relation to the employee during the employee’s period of continuous employment.
5. Subsection (4)(c) does not apply in relation to employment on a casual basis.

**Continuously employed – sections 111 and 115(7)**

Continuously employed, in relation to a person employed for a period in a public sector entity, means the person is employed in the entity—

(a) if the person is employed on a non-permanent basis other than a casual basis during the period—continuously for the period; or

(b) if the person is employed on a non-permanent basis that is a casual basis during the period—on a regular and systematic basis during the period; or

(c) if the person is employed on a non-permanent basis other than a casual basis, and on a casual basis, during the period—continuously under paragraphs (a) and (b) for the period.

For working out how long the employee has been continuously employed in the public sector entity—

(a) all periods of authorised leave are to be included; and

(b) the employee is to be regarded as continuously employed even if there are periods during which the employee is not employed in the entity, if the periods of non-employment in the entity total 12 weeks or less in the 2 years occurring immediately before the time when the duration of the person’s continuous employment is being worked out.

**Permanent hours of work offered – Directive clause 11**

Unless there are exceptional circumstances, when deciding the hours of work to be offered when a decision is made to offer to convert an employee’s employment to a permanent basis under [chapter 3, part 9, division 1](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#ch.3-pt.9-div.1) of the Act, the chief executive should offer hours of work 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 work cycle or rostering period, whichever is applicable, 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.

**Where a decision is not made – sections 114 and 115**

If the decision maker does not make a decision within 28 calendar days after the eligibility date, the decision maker is taken to have decided not to convert the non-permanent employee to permanent.

**Appeal rights – sections 131(1)(a), 132(1)(j) and 133(a)**

A non-permanent employee not converted to permanent employment following a review after two years continuous employment may appeal a decision not to convert. There is no appeal available for a review decision not to convert after one year of continuous employment.

In accordance with [section 115](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.115)(9)(b) of the Act, a public sector employee may appeal an offer made under [section 115](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.115)(1)(b) to convert the employee’s employment to a permanent basis in the circumstances where the hours of work offered are less than the hours required to be offered by clause 10 of the review of non-permanent employment directive.

There are procedural requirements, including time limits, under the [*Industrial Relations Act 2016*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063)that you must fulfil in order to appeal this decision.Further information is available in the Queensland Industrial Relations Commission’s public service appeals guide found at: <https://www.qirc.qld.gov.au/public-service-appeals>.

**Employee’s right to make additional request for review – section 116 (1-3)**

1. This section applies in relation to a public sector employee mentioned in [section 113](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.113)(1) if—
	1. both of the following apply—
		1. the employee’s chief executive has decided under [section 114](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.114) or [115](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.115) not to offer to convert the employee’s employment to a permanent basis because the chief executive considered the employee was not suitable to perform the role;
		2. the employee considers the employee may have become suitable to perform the role; or
	2. both of the following apply—
		1. the employee’s chief executive is taken to have made a decision under [section 114](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.114)(7) or [115](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.115)(6) not to offer to convert the employee’s employment to a permanent basis;
		2. the employee has not appealed against the decision under [section 130](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034#sec.130).
2. The public sector employee may ask the employee’s chief executive to decide whether to—
	1. continue the employee’s employment according to the terms of the employee’s existing employment; or
	2. offer to convert the employee’s employment to a permanent basis.
3. The public sector employee must make the request—
	1. for subsection (1)(a)—within 3 months after the employee considers the employee may have become suitable to perform the role; or
	2. for subsection (1)(b)—within 3 months after the chief executive is taken to have made the decision mentioned in subsection (1)(b)(i).

**Human rights**

Under the [*Human Rights Act 2019*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005), 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>.