

## PSA successfully gains extension of long-term temporary conversion to permanency process

PSA has been successful in obtaining the Department's agreement to extend the opportunity for long-term temporary (LTT) employees to express interest in converting to permanent employment under the current conversion arrangements until the 26 January 2021.

In 2012 the PSA lodged a case in the Industrial Relations Commission which resulted in a Determination that allows eligible staff to be able to be converted to permanency if you meet certain conditions. If you have been employed continuously for more than two years, you may be eligible for conversion and the PSA is here to support you.

As we reported last term, the Department of Education and the PSA are developing new recruitment procedures to be implemented in 2021 as a result of the settlement of the 2019 Pay Equity case.

Contrary to the procedure currently outlined on the DoE Human Resources intranet, this extension means long-term temporary employees have an opportunity to apply for permanency using the original EOI process outlined in the Determination until the 26 January 2021 only.

### How to express interest in conversion

We have developed an easy-to-use PSA Conversion Guide for members seeking permanency under the Determination along with a template for members to express interest.

You can access the guide [HERE](#).

We have also developed a simple template letter that you can provide to your Principal that supports your EOI.

The PSA encourages eligible members who wish to seek permanency under the current Determination to submit an EOI before the end of term 4.

For PSA support throughout the process, contact your Organiser or email [schools@psa.asn.au](mailto:schools@psa.asn.au) to arrange a meeting at your school.

If your EOI is not accepted, and you wish to have the decision appealed, you can send it to the PSA for them to progress.

### New Recruitment Procedures 2021 – Change to process of appointment of Long Term Temporary Employee to a Permanent Position

As outlined above, commencing January 2021, the new recruitment procedures will be implemented. Subject to no priority transfers (nominated or compassionate), resumption of duty or Aboriginal SASS



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initiative matches, the principal may request appointment of a LTT employee to fill a vacant position in a permanent capacity. The LTT employee must meet the following eligibility criteria:

- The LTT employee must have been engaged in temporary employment for a period of at least 12 months in the same classification as the vacancy and,
- Have been recommended for their current employment through a merit selection process for the temporary position via iworkFOR.NSW, or
- Have been recommended for an eligibility list from any school through a merit selection process for the same classification as the vacancy within the last two years, or
- Have been assessed by the principal using a local merit based process
- The local merit based assessment of the employee will include, at minimum:
  1. A written application or expression of interest from the candidate referencing requirements of the role
  2. An interview, which includes a discussion of the requirements of the role and the relevant statement of duties
  3. Referee checks.

The principal will be required to provide documentary evidence of the above merit-based assessment to support the eligibility of the LTT employee for permanent employment.

In consideration of these new procedures, the PSA strongly recommends that prior to LTT employees accepting a contract for 2021, that discussion is initiated with the Principal regarding undertaking a preliminary local merit based assessment process. This will ensure eligibility for appointment to a permanent position (as referred to above) should the opportunity become available in the future.

### Do you know someone who still needs to join the PSA?

You can support the work of the PSA and delegates to get better outcomes for everyone just by asking your colleagues to join the PSA at [www.psa.asn.au/join](http://www.psa.asn.au/join).

Be part of the campaign to make positive change by encouraging others in your workplace to join.

