

## PSA GUIDE FOR CONVERSION FROM TEMPORARY TO PERMANENT

### *SCHOOL ADMINISTRATIVE & SUPPORT STAFF*

#### **Are you Long Term Temporary?**

The new SAS Staff Award (2019) defines “Long-term temporary employee as someone employed “on a temporary basis, either full-time or part-time, ... for a period in excess of one school term.”

#### **Who can apply for Permanency?**

Any Long-Term Temporary SAS Staff employee who meets the eligibility criteria **and** has their application endorsed by the Principal can be appointed to: -

1. A vacant permanent formula entitlement position; or
2. A permanent school learning support officer position being established against integration or program funding.

For SLSO's, integration or program funding may only be available to support a part-time position.

#### **When is a Long Term Temporary Employee able to apply for permanency?**

Under the current 2012 Determination effective to 26 January 2021, once a LTT has worked more than 8 continuous terms (without a break in service during school term other than paid leave or brief period of unpaid leave)

and they meet the eligibility criteria they can apply to be permanently appointed. The LTT employee must be filling a vacant permanent formula entitlement position or, in the case of SLSO, a position being established against integration or program funding, at the time of submitting the EOI.

#### **What is the eligibility criteria?**

To be eligible, a SAS Staff member must:

1. Have worked continuously as a temporary employee in the classification of the identified position for the past two years, or for a SLSO position – two years continuous service with the Department as an SLSO
2. Have participated in a selection process involving some form of open competition such as an interview, and
3. Not be undergoing a formal improvement program for performance issues.

#### **How can I apply for Permanency?**

1. Write a letter to your Principal and request permanency using the PSA template letter expressing interest in conversion.
2. If your Principal agrees to your request they will ensure that your permanency is processed.
3. If the Principal will not support your request, please contact the PSA Member Support Centre on 1300 772 679 so that we can take the matter further.

The PSA is here to support members through the process.

The first step to being converted is to join the PSA and encourage other temporary staff at your school to join. Temporary members should follow this guide and contact the Member Support Centre if you need further assistance.

PSA Organisers are available to hold a meeting at your school for all temporary (and permanent) School Support Staff.

Contact the MSC today! 1300 772 679.