



QUEENSLAND
GOVERNMENT



No: 30/99

Supersedes 23/97

DIRECTIVE

(refer Section 34 of the *Public Service Act 1996*)

1. TITLE: Conversion of temporary base-grade public service employees and trainees to tenured status

2. PURPOSE: To specify the circumstances by which base-grade level employees¹ engaged on a temporary basis or trainees² may be converted to tenured status.

3. LEGISLATIVE PROVISIONS: Section 34 - *Public Service Act 1996*.

4. EFFECTIVE DATE: 29 October, 1999

5. DIRECTIVE:

Chief Executive Officers may convert base-grade level employees engaged in a temporary capacity, or trainees, to tenured base grade level public service employees. Chief Executives must be satisfied that:

- (a) conversion will meet the business requirements of their department; and
- (b) ongoing budgetary provision will be available; and
- (c) there is the likelihood of continuing work being available for the temporary employee or trainee; and
- (d) the past performance of the temporary employee or trainee is satisfactory; and
- (e) reference has been made to the most recent list of Office of the Public Service Commissioner registered employees provided to agencies each fortnight, and there are no suitable employees seeking placement in the same location as the available position.

6. APPLICATION:

6.1 This Directive is to be applied solely at the discretion of the Chief Executive.

6.2 This Directive only applies to base-grade level public service employees engaged on a temporary basis and to trainees.

6.3 To be eligible,

- (a) temporary base-grade level employees must have been recruited and selected on merit in accordance with Section 78 of the *Public Service Act 1996*³ or prior to 1 December 1996 have been recruited and selected in accordance with the merit provisions of the Public Sector Management Standard for Recruitment and Selection.

¹ Base-grade level means - Educational Assistants, AO1/2; TO1/2; PO1/2, OO1/2 and OO3 only if defined "base-grade" by an Industrial Determination.

² Trainee means a person defined as such in the *Vocational Education, Training and Employment Act 1991* or any successor legislation.

³ Base grade administrative employees engaged under the provisions of SOA 138 are regarded as being selected on merit.

(b) trainees must have successfully completed their traineeship. (While the actual conversion to a permanent position may not occur until completion of the traineeship, and *decision to convert* should be made prior to that time to enable continuous employment).

6.4 Where it is considered that more than one person may meet the requirements of a position to which a permanent appointment is intended, the Chief Executive Officer may give consideration to a closed merit selection process.

6.5 In accordance with Directive 22/99 *Recognition of Previous Service*, previous service may be taken into account when determining the salary payable and entitlements to be recognised upon permanent appointment.

7. NON APPLICATION: This Directive does not apply to casual employees.

8. APPEALS: An appeal can not be made against a decision to apply, or not apply, action under this Directive.

SUPERSEDED