Permanent Employment
Human Resources Policy

Effective Date: October 2009

1 PURPOSE

To outline conditions for permanent appointments in Queensland Health.

2 APPLICATION

This policy applies to all employees of Queensland Health.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The ‘delegate’ is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009
- Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)
- Health Practitioners (Queensland Health) Certified Agreement (No. 1) 2007
- Recruitment and Selection HR Policy B1
- Probation HR Policy B2
- Appointments – Permanent and/or Temporary - Commonwealth and/or State Funded Programs HR Policy B24
- Conversion of Temporary Employees to Permanent Status HR Policy B52

6 SUPERSEDES

- IRM 1.1 Permanent Employment

7 POLICY

7.1 Permanent employment

Permanent employment involves a fixed contract for a specified number of hours per week, commencing at a given date and extending until the termination of the employment contract. The termination of employment date is determined by resignation, retirement or termination of services for disciplinary reasons.

Unlike a temporary or casual employee, a permanent employee has an ongoing employment contract. Permanent employees are to be given a letter of appointment.
Permanent appointments are subject to a probationary period of six months on initial appointment for:

- visiting medical officers
- senior medical officers
- nursing officers
- professional officers
- dental officers
- technical officers
- health practitioners.

All other permanent appointments are subject to a probationary period of three months.

No probationary period is served on promotion. Refer to Probation HR Policy B2.

7.2 Conversion of temporary base grade employees to tenured status

Temporary and casual Queensland Health employees in the operational and administrative streams may be recruited to permanent positions in accordance with the provisions of Recruitment and Selection HR Policy B1.

7.3 Appointments – permanent and/or temporary – commonwealth and state funded programs

Employees engaged within commonwealth or state funded programs may be eligible for appointment as a permanent employee in accordance with specific criteria. Refer to Appointments – Permanent and/or Temporary - Commonwealth and/or State Funded Programs HR Policy B24.

8 HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2009</td>
<td>Protected IRM 1.1 reformatted as part of the HR policy consolidation project in accordance with EB7.</td>
</tr>
<tr>
<td>February 2004</td>
<td>IRM 1.1 Permanent Employment amended.</td>
</tr>
</tbody>
</table>