

Permanent employment

Policy Number: B23 (QH-POL-191)

Publication date: December 2021

Purpose: To outline conditions for permanent appointments in Queensland Health in line with the Queensland Government's commitment to maximising permanent employment.

Application: This policy applies to all employees working for Queensland Health.

This policy does not apply to employees of Queensland Ambulance Service. Instead, employees of Queensland Ambulance Service are to refer to their local procedures.

Delegation: The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- *Hospital and Health Boards Act 2011*
- *Human Rights Act 2019*
- *Industrial Relations Act 2016*
- *Public Service Act 2008*
- Public Service Regulation 2018
- Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 1) 2019
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 3) 2019
- Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB10) 2018
- Queensland Health Building, Engineering & Maintenance Services Certified Agreement (No.7) 2019
- Queensland Public Health Sector Certified Agreement (No. 10) 2019
- PSC Directive 09/20 – Fixed term temporary employment
- PSC Directive 08/20 – Casual employment
- PSC Directive 12/20 – Recruitment and selection
- PSC Directive 13/20 – Appointing a public service employee to a higher classification level

Related policy or documents:

- Recruitment and selection HR Policy B1 (QH-POL-212)
- Probation HR Policy B2 (QH-POL-197)
- Appointments – permanent and/or fixed term temporary - Commonwealth and/or State funded programs HR Policy B24 (QH-POL-197)
- Fixed term temporary employment HR Policy B25 (QH-POL-243)
- Casual Employment HR Policy B26 (QH-POL-110)
- Conversion of temporary employees to permanent status HR Policy B52 (QH-POL-119)
- Separation of employment HR Policy H1 (QH-POL-227)
- Code of Conduct for the Queensland Public Service
- Queensland Government Employment Security Policy



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1. Permanent employment

The Queensland Government is committed to maximising permanent employment where possible. Permanent employment is the preferred type of engagement in Queensland Health and fixed term temporary forms of employment should only be utilised where permanent employment is not viable or appropriate.

Permanent employment involves a fixed employment 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. Refer Separation of employment HR Policy H1.

Delegates have an obligation to make decisions and act in ways that are compatible with the *Human Rights Act 2019*. When making a decision under this policy, decision-makers must comply with that obligation.

2. Appointment letters

Unlike a fixed term temporary or casual employee, a permanent employee has an ongoing employment contract. Permanent employees are to be given a letter of appointment prior to their commencement as a permanent employee.

Refer to Recruitment and selection HR Policy B1.

3. Probation

Employees who are appointed to Queensland Health are to undertake a period of probation appropriate to the appointment unless the employee is exempt.

The following legislative probation frameworks apply in Queensland Health:

- The *Industrial Relations Act 2016* automatically applies a probation period to health service employees.
- The *Public Service Act 2008* provides chief executives with discretion to apply a probation period to public service officers.

The probation periods nominated for each employment category within Queensland Health are outlined in Probation HR Policy B2.

4. Direct appointment of a fixed term temporary or casual employee to permanent status

Fixed term temporary or casual employees may be recruited to permanent positions in accordance with the provisions of Recruitment and Selection HR Policy B1.

Additionally, a temporary or casual employee may be converted to permanent status under the provisions of Conversion of temporary employees to permanent status HR Policy B52, PSC Directive 09/20 Fixed term temporary employment and PSC Directive 08/20 Casual employment.

5. 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.

History:

December 2021	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy review • Policy amended to: <ul style="list-style-type: none"> – update references and naming conventions – include human rights decision making (section 1) – clarify appointment letter requirements (section 2) and probation requirements (section 3).
October 2009	<ul style="list-style-type: none"> • Protected IRM 1.1 reformatted as part of the HR policy consolidation project in accordance with EB7.
February 2004	<ul style="list-style-type: none"> • IRM 1.1 Permanent Employment amended.
April 2003	<ul style="list-style-type: none"> • IRM 1.1 Permanent Employment amended Queensland Public Health Sector Certified Agreement (No. 5) 2002.