



**HUMAN RESOURCES
STAFF INTERNAL TRANSFER (FIXED TERM APPOINTMENT)**

Please forward the completed form to your HR SDC

SECTION 1 - SUBSTANTIVE POSITION DETAILS

Employee number Family name Initials

Position title BU Description

Internal Telephone Current Position Number

Current Level Current Step

Current Allowances Allowance \$ Value P/A or %

Continue Allowances Y N

If working part-time in internal transfer, will employee continue to work in substantive position? Y N FTE

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

SECTION 2 - INTERNAL TRANSFER (FIXED TERM APPOINTMENT)

Reason (please tick) Leave coverage Position Vacant Professional Development Mobility

Position Title Position Number

Mailbag BU Description

Business unit Project/Grant Account %

Business unit Project/Grant Account %

Hours Full-time Part-time → Enter hours per fortnight of FTE → All staff: specify below the hours worked each day

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

Recommended salary Level Step Per annum \$

Start Date (dd/mm/yy) End Date (dd/mm/yy) → ie, last date of internal transfer

FTE upon returning to substantive position

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day F	S	Su

SECTION 3 - ENDORSEMENT BY MANAGER OF INTERNAL TRANSFER

Name (please print) Signature Date (dd/mm/yy)

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SECTION 4 - ENDORSEMENT BY MANAGER OF SUBSTANTIVE POSITION

By signing this form to confirm this internal transfer (fixed term appointment), I also acknowledge that the above employee will remain the substantive holder of the position described in Section 1. I also acknowledge that arrangements surrounding the accrual of leave have been discussed. → leave taken during appointment accrual cost to be journalled by

Manager name

<p>Name <i>(please print)</i></p> <input style="width: 95%;" type="text"/>	<p>Signature</p> <input style="width: 95%;" type="text"/>	<p>Date <i>(dd/mm/yy)</i></p> <table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>								

SECTION 5 - ENDORSEMENT BY EMPLOYEE

I have received a copy of this form, including the 'Conditions of Internal Transfer (Fixed Term Appointment)' and agree to the arrangements shown above. Y N

<p>Name <i>(please print)</i></p> <input style="width: 95%;" type="text"/>	<p>Employee's Signature</p> <input style="width: 95%;" type="text"/>	<p>Date <i>(dd/mm/yy)</i></p> <table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>								

Conditions of Internal Transfer (Fixed Term Appointment) — Section 2

On behalf of the Vice-Chancellor I have much pleasure in offering you this internal transfer (fixed-term appointment).

Your appointment and your employment is subject to the provisions of the University Act, the Statutes and Regulations of the University and to any general directions issued by the Senate to the staff and to the University's policies and procedures as introduced, replaced or amended from time to time.

Your conditions of employment will continue to be governed by the instrument (CA or AWA) you are currently employed under. Please note that if this internal transfer is to a higher level position, superannuation contributions during this internal transfer (fixed-term appointment) will be based on your substantive salary only.

If this internal transfer is to a lower level position, your superannuation contributions will be based on the lower level salary.

During the period of this internal transfer (fixed-term appointment), all rights and privileges associated with your substantive appointment and contract of employment will be preserved.

Your endorsement in Section 5 will constitute your formal acceptance of this internal transfer (fixed-term appointment).

Yours sincerely.

Director,
Human Resources