

human forward



Dear Candidate,

RE: Casual Conversion Notice

We write to you to advise that if you are paid under a relevant modern award, you may be entitled to request that your employment be converted from a casual basis to a corresponding permanent arrangement with Randstad.

Whilst the changes to your work patterns will not vary significantly, a conversion to permanent employment with Randstad will result in a number of changes, particularly affecting your regular take home pay, flexibility and leave rights.

Information regarding casual conversion is provided in the attached fact sheet.

Should you wish to discuss the matter, kindly contact your consultant.

Regards,

Randstad.

casual conversion

fact sheet

Why did I receive the notice about casual conversion?

If you are paid under an industrial instrument (a modern award or industrial instrument) that covers your employment, Randstad is obliged to give you notice that if you attain 12 months regular and systematic employment and you are eligible to request to have your casual employment converted to a permanent role. Please check with your Randstad consultant if you are unsure whether this casual conversion procedure applies to you as an award employee.

So I'll be a permanent employee of the client?

No. If your employment is converted, you'll remain employed by Randstad.

What are the differences then?

The first thing you need to know is that the hourly rate for a permanent employment relationship is less than that which you have enjoyed as a casual employee. In most cases the hourly rate is 25% less than your current rate. However, as a permanent employee, you will receive entitlements to paid leave entitlements including 20 days of annual leave, 10 days of personal (sick or carer's) leave and entitlements to notice on termination.

I work 25 hours per week. Does permanent employment mean I am entitled to full time employment, ie 38 hours per week?

No. Any conversion entitlements to conversion are on a pro-rata basis. If you worked 25 hours a week as a casual, you will work 25 hours as a permanent part time employee.

So what's worth more then?

Statistically, a casual employment relationship is worth about 9% more than a permanent employment relationship over the same period, and that's assuming 2 days of compassionate leave is taken during that period (paid under a permanent contract, unpaid under a casual contract).

What options does Randstad have once I make a request for conversion?

Firstly, it's important to note that there are a number of options that Randstad can consider when determining your conversion application. It can agree to convert your employment to an ongoing permanent role. It can agree to convert your employment to a permanent role for a specific period of time or to a specific project.

Randstad can also refuse to convert your employment from casual to permanent, although it must not unreasonably refuse to do so. Reasons for refusing a request to convert may include (but is not limited to):

- That your pattern of work is incapable of being converted;
- That your role is going to end in the next 12 months;
- That your role is going to be significantly altered in the next 12 months;
- Any reasonable refusal.

So if I elect to convert, and Randstad don't want me to, will they sack me or make it hard for me to do my work?

No, it is expressly forbidden under the Fair Work Act to discriminate against any employee for asserting a workplace right, which includes an entitlement under a modern award or enterprise agreement.

Randstad take this requirement very seriously and our consultants are trained and reminded of our obligations under all relevant laws and regulations.

So what happens after I lodge my application?

Randstad have 3 weeks to provide you with a response after your formal request application. During this time, we may require to consult with you, so as to inform ourselves prior to making our decision. Failure to assist us would result in us making our decision based on incomplete information which may affect your application.

How long do I have to complete my application?

You have **exactly 4 weeks from the date you reach your 12 months, and you have received your notice** from Randstad to contact us in writing. Applications must be made in writing and can be sent to your consultant, or handed in to your consultant at your local Randstad branch.

If you do not make an application within 4 weeks, it is assumed that you do not wish to proceed with the conversion.

I have further questions. Who do I contact?

You should contact consultant at Randstad and log any questions that you may have that relates to your election.