

Recognition of Prior Service Procedure



1 Purpose

To outline the processes involved in the recognition of an Employee's service with eligible organisations prior to their commencement with the University.

2 Scope

This Procedure applies to all continuing and fixed-term Employees at the University.

Exclusions: Casual Employees.

3 Procedure Overview

This Procedure details the conditions and entitlements relating to the recognition of prior service.

4 Procedures

4.1 Service at another Australian university

New appointees (excluding casuals) from other Australian universities may be eligible to have their period of continuing or fixed-term full-time and/or fractional service with the releasing Australian university recognised for the purpose of calculating long service leave with the University of Southern Queensland.

4.1.1 Where a new appointee has qualified for long service leave at another Australian university

The University will recognise relevant prior service with the releasing Australian university as qualifying service only (no monetary entitlement) for the purpose of determining long service leave entitlements provided that:

- The prior service (including any service recognised by the releasing Australian university) equates to at least 10 years continuous paid service;
- Any entitlement for long service leave has been paid to the appointee in full by the releasing Australian university;

- Not more than 90 days has lapsed between cessation of employment with the releasing Australian university and this University; and
- The period between cessation with the releasing Australian university and this University will not be taken into account in determining the length of service.

4.1.2 Where a new appointee has not qualified for long service leave at another Australian university

The University will recognise the service and monetary entitlement for the Employee's long service leave accrued for the period of service with the releasing Australian university provided that:

- subsequent long service leave granted will be in accordance with the conditions applicable for that length of service as if it were continuous service with this University;
- not more than 90 days has lapsed between cessation of employment with the releasing Australian university and this University; and
- the period between cessation with the releasing Australian university and this University will not be taken into account in determining the length of service.

4.1.3 Where a new appointee has not qualified for long service leave but has been paid pro-rata long service leave entitlements on termination (i.e. redundancy, voluntary severance) at another Australian university

The University will recognise relevant prior service with the releasing Australian university as qualifying service only (no monetary equivalent) for the purpose of determining long service leave entitlements provided that:

- the prior service is less than 10 years continuous paid service;
- any entitlement for long service leave has been paid to the appointee in full by the previous Australian university;
- not more than 90 days has lapsed between cessation of employment with the releasing Australian university and this University; and
- the period between cessation with the releasing Australian university and this University will not be taken into account in determining the length of service.

4.2 Other Australian public organisations

Recognition of relevant continuing or fixed-term full-time and/or fractional prior service with other Australian public organisations (including Federal and State Public Services such as TAFE, and statutory authorities) may be recognised as qualifying service (no monetary entitlement) at the discretion of the Executive Director (Human Resources), and will normally be limited to the recognition of up to five years continuous service in related employment.

4.3 Special cases

Recognition of relevant continuing or fixed-term full-time and/or fractional prior service from other organisations may be recognised as qualifying service (no monetary entitlement) at the discretion of the Executive Director (Human Resources) and will normally be limited to recognition of up to five years continuous service in related employment.

Relevant prior service relates to professional experience gained in accounting, finance, teaching, engineering etc.

4.4 Conditions of eligibility

A new appointee is required to complete a minimum of three years continuous service at the University before long service leave can be taken.

4.5 Application for recognition of prior service

Certification of prior service from the releasing Australian university must be gained by the new appointee.

A written request for recognition of prior service with a complete Prior Service Details form must be submitted to the Executive Director (Human Resources) within six months of commencing a new appointment at the University.

5 Delegated Responsibilities

Approver	Level of Delegation
Executive Director (Human Resources)	Approval of relevant prior service

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	Recruitment, Selection and Appointment Policy
Related Procedures	Appointments: Continuing Procedure Appointments: Fixed-term Procedure
Related forms, publications and websites	Prior Service Details Form
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern</p>

	<p>Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>
	<p>Definitions that relate to this procedure only</p>
Keywords	Recognition, prior service, long service entitlement, long service leave, new job, recruitment, entitlement
Record No	13/425PL