Eligible classroom teachers and education support class employees currently employed on a fixed term basis will be offered translation to ongoing employment where a suitable ongoing position would otherwise be advertised. The effective date of the offer must be before the next termination date for the employee. Further information regarding offers of ongoing employment is available in the Recruitment in Schools Guide, available at: [Recruitment in Schools Guide](http://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx)

In relation to making an offer of ongoing employment:

for a teaching position the:

* teacher must hold full or provisional registration with the Victorian Institute of Teaching; and
* salary offered must be confirmed as correct using the commencement salary calculator available on the Remuneration - Teaching Service page on HRWeb at:[Commencement Salary Calculator](http://www.education.vic.gov.au/hrweb/employcond/Pages/remuneration_teachserv.aspx)

for an education support class position the:

* employee must hold a current, valid Working With Children Check except where they hold current Victorian Institute of Teaching registration.

A satisfactory probationary period is a requirement for ongoing employment in the Teaching Service. Refer to the probation topic on HRWeb for more information: [Probation](http://www.education.vic.gov.au/hrweb/workm/Pages/probTS.aspx)

**Updating the payroll for an offer of ongoing employment**

Where an ongoing employment offer is accepted, process on the payroll according to the steps below.

In **Job Data on eduPay**:

**Step 1** Click the **Work Location** tab

* 1. Add a row prior to the Termination row.
	2. Enter the effective date on which the offer is to take effect. **Note**: The ongoing offer must be at least one day before the Termination row effective date. The offer cannot be the same effective date as the termination date.
	3. Select the **Action/Reason** of **Translation to ongoing/Translation to Ongoing** (to ensure that leave entitlements are not paid to the person).

**Step 2** Click the appropriate tab to complete the following

1. Click the **Job Information** tab, amend the value in Regular/Temporary field from **Fixed term** to **Ongoing** and confirm the Job Code is correct.
2. Click the **Salary Plan** tab and confirm the Salary Grade and Step are correct.
3. Save the record.
4. Refresh the employee’s record and confirm the termination row has been automatically deleted.

**Step 3** Place all documents regarding the ongoing offer in the employee’s personnel file.

**Step 4** Check all allowances and deductions for an end date. In some circumstances an end date may have been recorded against an employee’s allowances or deductions. The following actions are required:

* For allowances or deductions entered by the school, remove the end date for those that are to continue or add a new element assignment for the allowance/deduction.
* For Smart Salary deductions – advise the employee that he/she must contact SmartSalary to arrange continuation of deductions.
* For Superannuation (SGC) deductions - contact payrollservices@edumail.vic.gov.au where the SGC deduction has an end date.

For assistance and further information, contact Schools People Services on 1800 641 943.