

Victoria Police Manual

General Category – Human Resource Management

Topic – Commencement of Employment

VPM Instruction

301-1 Forms of employment

Originally Issued **08/01/07**

Last Updated **27/09/23**

[Update History](#)

1. Policy

Victoria Police utilises a number of forms of employment for both sworn and public service employees. The relevant form of employment depends on the type and nature of duties to be performed.

2. References

- [Police Regulation Act 1958](#)
- [Public Administration Act 2004](#)
- [Police Regulations 2003](#)
- [Executive Officer Reference Guide](#)
- [VPM Deployment \(members\)](#)
- [VPM 306-10 Transfer and promotion policy](#) (unsworn employees)
- [Victoria Police Workplace Agreement 2007](#)
- [Victorian Public Service Agreement 2006](#)

3. Definitions

There are no specific definitions for this instruction. Refer to the general VPM Dictionary.

4. Sworn employees

There are a number of categories of sworn employees: police members, police reservists and Protective Services Officers. Refer to *Police Regulation Act 1958* and *Police Regulations 2003* for further details.

5. Public service employees

5.1 Categories

5.1.1 Executive

Executive Officers are appointed on Executive Officer Contracts of Employment for an initial period of up to five years. Contracts may be extended for one or more periods, each of which cannot exceed five years. See [Executive Officer Reference Guide](#) for further information.

5.1.2 Ongoing

Ongoing employment is appropriate for non-executive positions that involve ongoing functions and are budgeted for on a recurrent basis. Ongoing employees have no specified end date for the roles for which they have been employed. Selections to ongoing positions are subject to the provisions of [VPM 306-10](#).

5.1.3 Fixed Term

Fixed term positions are those which are intended to perform a function for a specified period or purpose, or for which budget is only secured for a short term. Fixed term employees are employed for a specified period on a Fixed Term Employment Contract. Employment must not exceed three years. Selections for fixed term employment are generally subject to [VPM 306-10](#).

5.1.4 Casual

- Casual employment should only be used for the meeting of work demands which fluctuate and cannot be met from existing staff levels, or for meeting specialist skill needs which are not required on a continuing or frequently recurring basis.
- Casual employment is informal, irregular and uncertain and payment is made for the number of hours worked in each pay period. Casual employees are offered working hours, generally not for more than 20 hours in any week, on the basis that the offer or employment may be accepted or rejected. Casual employees are employed on Casual Employment Contracts.

5.2 Conditions of employment

5.2.1 Citizen Requirements

A person is not eligible to be appointed to a public service position within Victoria Police unless they are one of the following:

- an Australian Citizen; or
- an Australian Permanent Resident; or
- a New Zealand Citizen who have entered Australia on a valid passport and have unrestricted rights to employment; or
- Non-citizens holding a valid visa with work rights. Work right status information must be obtained from the [Department of Immigration](#).

5.2.2 Executive

- Conditions of employment for executives are contained in their contract. At least six months prior to the expiration of an executive contract, the executive and their supervisor must commence discussions regarding the extension of the contract.
- At least four months prior to the expiration of an executive contract both the executive and their supervisor must exchange written confirmation of the outcome of such discussions. See [Executive Officer Reference Guide](#) for further information.

5.2.3 Ongoing

Conditions for ongoing employment are in the *Public Administration Act 2004*, industrial agreements/awards and Victoria Police policies.

5.2.4 Fixed Term

- Generally all of the conditions which apply to ongoing public service employees also apply to fixed

term employees, with two exceptions:

- fixed term employees are subject to a fixed term employment contract
 - employment can be terminated by four weeks notice by either party.
- If a position has been fixed term for three years and the function continues to be required, it must be reviewed to determine whether it is appropriate for the position to remain fixed term. Only a Department Manager can decide to offer a further fixed term contract beyond the initial three years.
 - A minimum of four weeks before a fixed term contract end date the employee must be advised in writing whether or not the contract of employment will be extended.

5.2.5 Casual

- Persons employed on a casual basis will receive a loading of 15% on top of their normal salary rates as compensation in lieu of any entitlement to:
 - public holidays
 - recreation leave
 - leave loading
 - sick leave
 - parental leave
 - pressing necessity leave
 - carers/family leave
 - work related injury leave
- Wherever feasible casual employment should generally be for a minimum of three hours in any one day, but for no more than 20 hours in any week. Any casual employment arrangement which extends beyond 20 hours per week or develops a regular pattern of hours over an appreciable period of time must be reviewed to determine whether it is appropriate for the position to be casual.

5.3 Conversion from casual or fixed term to ongoing

A fixed term or casual position can be converted to ongoing if it has been reviewed and found to meet the criteria for an ongoing position. Where a position which is to be converted to ongoing is occupied, the employee occupying the position may be appointed to the ongoing position without further advertisement, refer to [VPM 306-10](#) for details.