



Contract to Permanent Employment Procedure
UB-HRD-PR-001/0

1. Purpose

The purpose of this procedure is to guide the transition of contracted staff to permanent employment.

2. Scope

This procedure applies to all full-time, contracted non-academic staff of the University of Belize.

3. Responsibilities

- 3.1. The Director of Human Resources or designee annually announces a call to permanency, inviting all eligible full-time, Contracted Staff to apply for a permanent status of employment.
- 3.2. The Contract to Permanency Committee evaluates applications for permanency based on the established criteria.
- 3.3. The Vice President reviews the recommended candidates.
- 3.4. The President makes the final decision to approve or deny permanency for eligible staff members.

4. Terms and Definitions

Contracted Staff	An employee who is employed by the University of Belize and has been given a contract of employment for a predefined period.
Contract to Permanent Employment	Refers to a work arrangement where an employee is initially hired as contracted non-academic staff and, upon meeting the criteria, becomes eligible for permanency.

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Criteria	The particular requirements that a Contracted Staff member must meet to qualify for permanency.
Disciplinary Action	Any formal measure taken by the University of Belize to address an employee's unacceptable behaviour, policy violation, misconduct, or unsatisfactory performance.
Eligible Staff	A staff member who satisfies the appropriate conditions for permanency.
Permanency	Refers to a continuous employment relationship with no specific employment end date until retirement.
Permanent Status	Refers to the status of a staff member who remains employed until retirement or cessation.
Transition	The process by which a staff member's employment status is changed from a contracted status to a permanent status of employment.

5. Procedural steps

The procedures for transitioning from Contract to Permanent Employment are outlined below.

Procedures

The Announcement of the Call to Permanency

5.1. The University of Belize, via the Office of Human Resources, publishes an annual Call to Permanency inviting all full-time, contracted staff to submit applications for transitioning to a permanent status of employment.

5.1.1. The Director of Human Resources or designee issues a Call to Permanency to all full-time, Contracted Staff who have:

5.1.1.1. Completed a minimum period of three (3) consecutive years or thirty-six (36) continuous months at the University of Belize.

5.1.1.2. Met an average performance score of 77% within the last three (3) years.

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- 5.1.1.3. A clean record of conduct with no instances of misconduct or breach of university-wide policies leading to disciplinary action within the last three (3) years.
- 5.1.1.4. Demonstrated commitment to the University of Belize by completing a cumulative total of twenty (20) hours of internal community service within the last three (3) years. (Internal community service used for the approval of tuition waiver or as a requirement for any other University purpose will not be accepted.)
- 5.2. All eligible staff members complete and submit the Application for Permanent Employment form to the Office of Human Resources by the prescribed deadline.
- 5.3. The Office of Human Resources compiles the required information, including the staff's:
 - 5.3.1. Qualifying years of service at the University of Belize.
 - 5.3.2. Average performance score within the last three (3) years.
 - 5.3.3. Personal record(s) documenting compliance with the University's policies or record of disciplinary action.
 - 5.3.4. Evidence of completed internal community service.
- 5.4. The University may cancel or postpone a call for permanency announcement due to budgetary limitations, financial exigency, or unforeseeable circumstances beyond its control.

The Selection of the Contract for the Permanency Committee

- 5.5. Applications and supporting documents are submitted to the Contract to Permanency Committee members.
- 5.6. The Contract to Permanency Committee comprises the following:
 - 5.6.1. A representative from the University of Belize's Faculty and Staff Union;
 - 5.6.2. A representative from the Office of Human Resources;
 - 5.6.3. A representative from the Community Service Committee;
 - 5.6.4. A representative from the Office of Quality Assurance and Accreditation; and
 - 5.6.5. A tenured faculty member from any of the University's faculties.

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- 5.7. The Contract to Permanency Committee members are identified and recommended by the Director of Human Resources or designee and approved by the President.
- 5.8. Any committee member who has personal, consensual, or supervisory relationships with any of the staff members applying for permanency must recuse themselves, and a substitute must be appointed in their place.
- 5.9. Committee members must maintain confidentiality at all times.

The Screening of Applications for Permanent Employment

- 5.10. The Contract to Permanency Committee vets all applications and supporting documents and submits a list of recommended individuals to the Director of Human Resources.
- 5.11. The Director of Human Resources or their designee prepares a memorandum listing the applicants recommended by the Committee for permanent status, as well as those not recommended, including their supporting documents.
- 5.12. The memorandum is then forwarded to the Office of the Vice President for further review.
- 5.13. The Vice President reviews the memorandum and relevant documents submitted by the Director of Human Resources or designee and forwards their recommendations to the President.
- 5.14. The President approves or denies the staff's transition to permanency.

The Approval of Permanency

- 5.15. The President states the names of the approved staff for permanency in a memorandum and submits it to the Director of Human Resources.
- 5.16. The Director of Human Resources or designee shares a copy of the approved memorandum with the Vice President for their awareness.
- 5.17. The Director of Human Resources or designee issues a letter informing the full-time, contracted staff of their approved application for permanency in a timely and sensitive manner.
- 5.18. The Director of Human Resources or designee shares a copy of the letter with the Payroll Manager and places a copy in the staff member's personal file.

The Denial of Permanency

- 5.19. The University reserves the right to deny the transition of contracted staff to a permanent position with justifiable cause, including but not limited to, the criteria for

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permanency not met; poor conduct or ethical behaviour; the contractual position is short-term or project-based; performance evaluation score is inconsistent; the position becomes redundant; budgetary constraints.

- 5.20. The President states the names of the denied staff in a memorandum and submits it to the Director of Human Resources.
- 5.21. The Director of Human Resources or designee issues a letter informing the full-time, contracted staff of their denied application for permanency and the reason for the denial in a timely and sensitive manner.
- 5.22. The Director of Human Resources or designee places a copy in the staff member's personal file.
- 5.23. The staff who are denied permanency remain on contractual employment.
- 5.24. If the required criteria are not met, the staff can reapply, without prejudice, during the next Call to Permanency once the required criteria are met.

The Appeal for the Denial of Permanency

- 5.25. Contracted Staff wishing to appeal the denial of permanency must complete the Request for Reconsideration form and provide substantial evidence to demonstrate the validity of the appeal.
- 5.26. Appeals must be submitted to the Office of Human Resources within ten (10) working days of receiving the denial letter.
- 5.27. The Director of Human Resources or designee submits the appeal to the President.
- 5.28. The appeal is heard by the following parties, including the denied staff member.
 - 5.28.1. Their immediate supervisor or liaison officer;
 - 5.28.2. A Human Resources representative from the Contract to Permanency Committee;
 - 5.28.3. The Vice President.
- 5.29. After the appeal hearing, the President makes the final decision on whether to uphold the denial of permanency or to grant the staff member's request for permanency.
- 5.30. This decision by the President concludes the appeal process.

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6. Reference Document

Contract to Permanent Employment Policy

Contract to Permanent Employment Guidelines

7. Documentation required for implementation

Application for Permanent Employment Form

Request for Reconsideration Form

8. Records

The Office of Human Resources is the policy owner. The Director of Human Resources or designee has the overall responsibility for implementing, monitoring, and managing the Contract to Permanent Employment procedures.

9. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not Applicable	Same as Initial Release