Relocation of Staff Policy

Section 1 - Purpose / Objectives

(1) Victoria University is a multi campus university. From time to time it is necessary for either general and/or academic staff to be relocated to another campus due to operational requirements.

(2) The University commits to protecting staff members from what may be interpreted as arbitrary relocation while acknowledging management's right to deploy staff according to demonstrated operational requirements.

(3) This Policy describes the circumstances and associated procedures for general and academic staff relocation from one University campus to another. In cases where the proposed relocation involves numbers of staff members organised in work groups, the proposed relocation will be dealt with as a matter of organisational change.

Section 2 - Scope / Application

(4) This policy is important to:

a. Supervisors/Managers; and
b. Staff.

Section 3 - Definitions

(5) 'Relocation' means the changing of a staff member's home campus location.

Section 4 - Policy Statement

Relocation of Professional Staff

(6) This Policy applies to professional staff where campus relocation for a period in excess of 8 weeks is proposed.

Relocation of Academic Staff

(7) It is recognised that rationalisation of courses across campuses may lead to the possibility of relocation of staff to another campus becoming necessary.

(8) Academic staff may be required to relocate when greater than 50% of their teaching load is to occur at another campus thereby necessitating a change in their home campus.

(9) Staff teaching loads are not to be changed unreasonably to force a member of staff to relocate.

(10) An academic staff member may challenge any proposed relocation only on the grounds that the teaching and/or research activities of the staff member would be adversely affected by the relocation.

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Policy Principles

(11) A staff member will be consulted by her/his Head of School/Department prior to formal notice being given.

(12) Formal written notice of a proposed relocation, including rationale for and details of arrangements to effect the relocation, will be given at least 30 days prior to the date when relocation is to become effective.

(13) Notwithstanding agreement to relocate, a staff member may make a claim for mitigation against hardship, and the University will not unreasonably refuse such a claim.

(14) A staff member may give notice of challenge to the proposed relocation within ten working days of receiving the formal notice. A staff member may make a claim for mitigation against hardship, should the challenge to the proposed relocation be unsuccessful.

Section 5 - Procedures

Relocation Committee — Professional Staff

(15) A committee comprising one management representative, one staff representative nominated by the affected staff member and a chairperson appointed by the Vice-President, People and Culture or nominee, after consultation with the affected staff member, will consider notice of challenge to a proposed relocation. Where practicable, the committee will convene within 1 week of receiving formal notice of a challenge. The committee will attempt to resolve the matter within 1 week of its first meeting.

(16) Until the committee has completed its review of any notice of challenge to a proposed relocation the University shall not take any action likely to exacerbate the matter.

(17) In dealing with a notice of challenge to a proposed relocation the committee will have access to any material deemed necessary for the purpose of making a determination and shall have the right to interview affected parties.

(18) The committee will report its findings to the relevant Manager or Director for implementation.

(19) In the case of a challenge, management must demonstrate genuine need on the basis of change to operational requirements.

(20) In the case of a claim for mitigation pursuant to relocation, a staff member must demonstrate hardship which may include financial loss.

(21) The committee may recommend mitigation of hardship by any one or combination of the following:

a. reasonable travel costs;
b. daily paid travel time;
c. more flexible working hours; and/or
d. reasonable compensation for extra costs incurred such as increased child care payments.
e. Mitigation against hardship pursuant to relocation shall be limited to a "settling in" period of no more than six months' duration excluding any continuous periods of leave exceeding 1 week.

Relocation Committee — Academic Staff

(22) A committee comprising one management representative, one staff representative nominated by the affected staff member, and a chairperson appointed by the Vice-President, People and Culture, after consultation with the affected staff member, will consider notice of challenge to a proposed relocation. Where practicable, the committee

will convene within 1 week of receiving formal notice of a challenge. The committee will attempt to resolve the matter within 1 week of its first meeting.

(23) Until the committee has completed its review of any notice of challenge to a proposed relocation the University shall not take any action likely to exacerbate the matter.

(24) In dealing with a notice of challenge to a proposed relocation the committee will have access to any material deemed necessary for the purpose of making a determination and shall have the right to interview affected parties.

(25) The committee will report its findings to the relevant Executive Dean for implementation.

(26) The committee may recommend mitigation of hardship by any one or combination of the following:

a. reasonable travel costs;
b. more flexible working hours; and/or
c. reasonable compensation for extra costs incurred such as increase child care payments.

(27) Mitigation against hardship pursuant to relocation shall be limited to a "settling in" period of no more than six months' duration excluding any continuous periods of leave exceeding 1 week.

(28) Academic staff will normally relocate with their existing furniture and equipment and arrangements for relocation shall be notified to staff by the Head of School/Department.

(29) Allocation of offices will be carried out by the Head of School/Department in compliance with University policies. Normally this allocation will involve consultation with staff however, where a pre-existing arrangement for allocation of offices exists, this arrangement will continue.

Section 6 - Guidelines

(30) Nil

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