

Redeployment Principles (Professional Staff)

Section 1 - Purpose / Objectives

(1) To outline the principles to apply when professional staff are redeployed.

Section 2 - Scope / Application

(2) Nil

Section 3 - Definitions

(3) "Redeployment" — the transfer of a staff member to employment in a suitable vacant position, as a consequence of a situation of redundancy arising from a position being determined by the University as excess to requirements

Section 4 - Policy Statement

(4) The substantive classification and salary level, time fraction and tenure of continuing and fixed term contract staff will not be affected by redeployment except as provided for by this policy and/or the relevant industrial instrument.

Section 5 - Procedures

(5) Every affected staff member must be fully informed and consulted in regard to any (potential) redundancy and redeployment, with particular reference to their career aspirations, skills, talents, experience and training/redeployment options.

(6) A staff member who has been redeployed must not incur any loss in incremental progression or eligibility for application to the next broad band level except as provided under the redundancy income maintenance provisions of any relevant industrial instrument.

(7) Any outstanding reclassification matters submitted prior to a notice to the staff member that he or she is excess to requirements must be resolved before any redeployment is finalised.

(8) Appropriate staff development and training for redeployees must be provided.

(9) No continuing or fixed-term contract professional staff positions are to be advertised or filled by the University until all staff members, who have been, or are likely to be declared in excess of requirements, have been considered pursuant to the procedures for such vacancies. Where, in the opinion of the relevant Officer within People and Culture, a vacant position is not suitable employment for any staff member identified as excess, advertising and filling can proceed. Where the staff member appears to the Officer within People and Culture to be suitable for a position about to be advertised, the cost centre manager or delegate together with a representative of People and Culture will

interview the staff member prior to the advertisement being placed.

(10) Where the position is considered to be suitable employment the staff member will be redeployed to the position.

(11) Where the cost centre manager (or delegate) and the representative from People and Culture do not reach agreement as to whether the position is suitable employment the matter is to be referred to the Vice-President, People and Culture or nominee for resolution in conjunction with the cost centre manager's supervisor.

(12) Where more than one affected staff member may be suitable for a vacant position, expressions of interest from affected staff members will be called for and then assessed by the relevant Department or Unit head in consultation with an officer from People and Culture.

(13) If a staff member feels aggrieved by decisions at any time during the redeployment process, including by decisions about whether she or he is or is not suitable for a position, the staff member may request that the matter be referred to the Review and Appeals Committee for its recommendation to the Vice-Chancellor for determination.

Section 6 - Guidelines

(14) Nil

Status and Details

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Effective Date	4th September 2014
Review Date	22nd May 2020
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Approval Date	4th September 2014
Expiry Date	26th May 2021
Accountable Officer	Simone Wright Chief Human Resources Officer 9919 5447
Responsible Officer	Simone Wright Chief Human Resources Officer 9919 5447
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