Workplace Relations Procedure (MPF1180)

GOVERNING POLICY

This procedure is made under the Workplace Relations Policy.

SCOPE

This procedure applies to all staff at the University.

PROCEDURE

1. Managing change

1.1 The University is obliged to follow these procedures if a proposal amounts to a major change that may have significant effects on staff.

1.2 Where a budget division is considering changes that may have a significant effect on staff within that budget division and which it considers are likely to lead to a formal change proposal under Section 1.3, it will provide a draft change proposal to staff likely to be directly affected and the relevant union(s), prior to developing a formal change proposal. The draft change proposal may include different options under consideration by the budget division. The affected staff and union(s) will have the opportunity to provide feedback on the draft change proposal and can suggest alternatives. The draft proposal and feedback will be kept confidential to the staff members involved and the relevant union(s).

1.3 Prior to making a decision to introduce major change, the University will consult with staff likely to be affected by the proposed change and the relevant unions. The University will discuss with the affected staff members and the relevant unions the introduction of the major change, and the effects the changes are likely to have on staff members. The University will give prompt consideration to any matters raised by the affected staff members and relevant unions in relation to the proposed changes. In conducting these discussions the University will provide a written formal change proposal to the affected staff members and relevant unions, including: all relevant information about the changes such as the nature of the changes proposed, the rationale for the proposed changes, the expected effects of the changes on staff members, and any other matters likely to affect staff members. If the proposed major change is to contract out or outsource a whole or a part of a particular service or function of the University, the formal change proposal will also include costings and statements of required standards of service. The consultation period will normally be two weeks and will reasonably reflect the nature and scope of the proposed change.

1.4 The process for managing change within the University will be in accordance with the University of Melbourne Collective Agreement 2010.

2. Industrial action

2.1 Any member of staff absent on a day when there is industrial action will be deemed to have taken part in the industrial action and will be included on the Staff Participation in Industrial Action form.

2.2 Staff who have annual or long service leave approved prior to the date of industrial action are not included in section 2.1.

2.3 Requests for sick and family leave will require approval and/or certificates in accordance with the Leave Policy. [LINK]
2.4 If staff are expected to attend the University when external industrial action results in the
cancellation of public transport, departments may reimburse taxi fares.

2.5 If prior approval for reimbursement is not given in section 2.4 staff are permitted to apply for special
leave, detailing the reason attendance is not possible.

RELATED DOCUMENTS

- Workplace Relations Policy
- HR43 Staff Participation in Industrial Action
- University of Melbourne Collective Agreement 2010
- Change Management Resource Kit

DEFINITIONS

Consultation Is a bona fide opportunity to influence the decision maker and requires the
decision maker to give genuine consideration to, and take account of the views of
staff and the relevant unions and any alternatives proposed during the
consultation period. It does not give staff or unions a right to joint decision
making.

Industrial action Participating in action as defined by the Fair Work Act 2009(Cth).

External industrial action Industrial action outside the University which affects University staff and the
University’s normal operation, e.g. power, public transport.

Major change Major change refers to changes the University is proposing to: the services it
provides (including contracting out), administrative methods or structure, the
structure of the academic year, the organisation, forms of employment and/or
application of technology that may have “significant effects” (as defined) on staff.

Significant effects Significant effects includes: termination of employment; major changes in the
composition, operation or size of the University’s work force or in the skills
required; the elimination or diminution of job opportunities or job tenure; the
alteration of hours of work; the need for retraining or transfer to other work or
location; and the restructuring of jobs.

Unions Unions who are party to The University of Melbourne Collective Agreement 2010
who have coverage of the staff referred to in the application of this policy.

RESPONSIBLE OFFICER

The Executive Director, Human Resources is responsible for the development, compliance monitoring
and review of this procedure and any associated guidelines.

IMPLEMENTATION OFFICER

The Director, Employee Relations and Equity is responsible for the promulgation and implementation of
this procedure in accordance with the scope outlined above. Enquiries about interpretation of this
procedure should be directed to the Implementation Officer.

REVIEW

This procedure is to be reviewed by 30 June 2015.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
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<td>Senior Vice</td>
<td>27 July 2012</td>
<td>27 July 2012</td>
<td>New version arising from the Policy</td>
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Principal

Simplification Project. Loaded into MPL as Version 1.