Placement, Redeployment and Redundancy Arrangements Procedure - Professional Staff (MPF1219)

GOVERNING POLICY

This procedure is made under the Placement, Redeployment and Redundancy Arrangements Policy - Professional Staff.

SCOPE

This procedure applies to all professional staff in continuing employment.

This procedure does not apply to: professional fixed term staff, casual staff, academic staff, staff covered by the Senior Executive Remuneration Framework, staff on performance based contracts, staff on probation.

PROCEDURE

1. Placement, redeployment and redundancy process and responsibilities

1.1. Stage 1 - budget division's placement responsibilities

• Where a staff member's position is likely to be determined to be redundant, discussions will take place with the staff member as soon as possible. Heads of budget divisions are accountable for ensuring that all reasonable steps are taken within their budget division to redeploy, transfer or otherwise mitigate the effect of a redundancy on affected professional staff.

• Where suitable alternative employment exists within the budget division, the staff member will be placed into that position in accordance with the Placement, Redeployment and Redundancy Arrangements Policy – Professional Staff.

1.2. Stage 2 - other placement responsibilities

• Prior to a determination that a staff member's position is redundant, a decision will be made as to whether any other suitable alternative employment exists into which the staff member could be placed.

• Where suitable alternative employment exists within the University, the Executive Director Human Resources may authorise the placement of the staff member into that position in accordance with the Placement, Redeployment and Redundancy Arrangements Policy – Professional Staff.

• Other unoccupied positions within the budget division and the University for which a staff member has the skills, qualifications and experience to satisfy the selection criteria or ability to satisfy the selection criteria within a suitable timeframe but which are at a lower HEW level than the staff member's current classification and/or which are for a fixed term may also be considered in stages 1 and 2 in consultation with the staff member. However, a staff member may only be appointed to such a position at the staff member's initiative and/or by agreement between the staff member and the University.

• The placement processes in Stage 1 and 2 and the placement of a staff member into suitable alternative employment may depend upon all of the circumstances including whether there are other staff members likely to be determined redundant at the same or similar time.

1.3. Stage 3 - redundancy and redeployment
1.4. Throughout the placement, redeployment and redundancy stages, the University will provide the professional staff member with:

- reasonable leave with pay to attend employment interviews
- reasonable travel and incidental expenses incurred in attending such interviews.

1.5. The affected staff member needs to engage fully with these procedures and the support offered.

2. Staff transition support

2.1. Where a staff member’s position is deemed to be 'at risk' and is in any stage of this procedure, the staff member will be provided with:

- support in finding suitable alternative employment
- practical support and assistance with development of CV, job application and interview skills
- general advice, support and guidance.

2.2. All professional staff job vacancies across the University will be reviewed, in an effort to identify suitable alternative employment for the staff member(s). A job vacancy will be deemed as potentially suitable alternative employment where:

- the staff member’s skills and experiences indicate that they would potentially satisfy the selection criteria
- the staff member would satisfy the selection criteria within a reasonable timeframe usually 3-6 months
- it is a continuing role at the equivalent level of the staff member’s substantive position.

2.3. Redeployment into another unoccupied position for which the staff member has the skills, qualifications and experience to satisfy the selection criteria or ability to satisfy the selection criteria within a suitable timeframe but which is at a lower HEW level than the staff member’s current classification and/or which is for a fixed term will only be considered in consultation with the staff member and the staff member will only be appointed to such a position at the staff member’s initiative and/or by agreement between the staff member and the University.

2.4. Consideration of employment options and working arrangements for the staff member(s) will be conducted consistent with the Guidelines for Consideration of Performance Relative to Opportunity.

2.5. Where a professional staff member is redeployed to another department, funds that would have been paid out for the redundancy by the relinquishing department will be transferred to the receiving department.

RELATED DOCUMENTS

- Leaving the University Policy
- Placement, Redeployment and Redundancy Arrangements Policy - Professional Staff
- Recruitment and Appointment Policy
- University of Melbourne Enterprise Agreement 2013

DEFINITIONS
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>placement</td>
<td>The process of identifying and transferring a staff member into suitable alternative employment prior to their position being declared redundant.</td>
</tr>
<tr>
<td>redeployment</td>
<td>The process of seeking to place or redeploy a staff member whose position has been declared redundant into suitable alternative employment.</td>
</tr>
<tr>
<td>suitable alternative employment</td>
<td>Means employment at the equivalent classification and the same time fraction which provides the staff member with comparable salary and conditions and is a position for which the staff member has the necessary skills and experience and/or can be trained to undertake within a reasonable time frame.</td>
</tr>
<tr>
<td>staff transition support</td>
<td>Support provided to the staff member, including but not limited to providing assistance and developing skills to find suitable alternative employment.</td>
</tr>
</tbody>
</table>

**IMPLEMENTATION OFFICER**

The Executive Director, Human Resources 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 28 February 2015.

**VERSION HISTORY**

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Senior Vice-Principal</td>
<td>6 Jun 2013</td>
<td>6 Jun 2013</td>
<td>Update to section 2.2.</td>
</tr>
<tr>
<td>3</td>
<td>Vice-Principal Administration and Finance on behalf of Senior Vice-Principal</td>
<td>22 May 2014</td>
<td>22 May 2014</td>
<td>Links to 'Guidelines for Consideration of Performance Relative to Opportunity' updated.</td>
</tr>
<tr>
<td>4</td>
<td>Vice-Principal Administration and Finance on behalf of Senior Vice-Principal</td>
<td>20 Aug 2014</td>
<td>20 Aug 2014</td>
<td>New version incorporating changes as a result of the University of Melbourne Enterprise Agreement 2013.</td>
</tr>
</tbody>
</table>