

REDEPLOYMENT PROCEDURES 2014

Issued by: Vice-Chancellor and Principal

Date: 21 May 2014

Last amended: 11 October 2016

Signature:

Name: Dr Michael Spence

1 Purpose and application

- (1) These procedures are to give effect to the *Redeployment Policy 2014* (“the **policy**”).
- (2) These procedures apply to all staff who are employed on a continuing or fixed term basis under the Agreement, other than those who are excluded from the redeployment and redundancy provisions of the Agreement.

2 Commencement

These procedures commence on 26 May 2014.

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the **policy**.

HR means the University’s Human Resources unit.

recruitment consultant means a professional recruiter who is part of SydneyRecruitment.

4 Consultation stages of change proposals

- (1) At consultation meetings HR will provide information to directly affected staff on redeployment and the [Career Transition Program](#).

- (2) Where staff are eligible for redeployment under the policy, an HR Adviser will provide a list of the eligible staff members to a redeployment adviser.

5 Notice period

- (1) A staff member whose position has been declared redundant will be issued with a notice of redundancy in accordance with the timeframes in the final change plan.
- (2) Staff who wish to accept voluntary redundancy, or seek a review of the decision to make their position redundant, must complete and sign the letter attached to the notice of redundancy and return it to the HR Service Centre before the end of the consideration period.
- (3) The HR Service Centre will advise the redeployment adviser of all staff who have accepted voluntary redundancy or who have sought a review.
- (4) Staff who do not accept the offer of voluntary redundancy are expected to meet with a redeployment adviser to arrange their participation in the Career Transition Program.
- (5) The redeployment adviser will support staff to identify potentially suitable positions for redeployment and to prepare for redeployment procedures.
- (6) Human Resources and the relevant delegate will develop a strategy for resourcing and supporting the redeployment selection procedures.
- (7) SydneyRecruitment will manage the redeployment selection procedures to assess a staff member's skills and experience against the selection criteria for identified positions.
- (8) SydneyRecruitment may invite staff to provide an expression of interest in a position identified as potentially suitable for redeployment. Expressions of interest must be lodged:
 - (a) within the time specified by SydneyRecruitment; and
 - (b) through the SydneyRecruitment online application process.

6 Staff on leave

- (1) Staff on leave during a change program will be provided with the same information as other staff during the consultation stages and will be advised of a contact officer who will be available to discuss the change proposal and plans.
- (2) Where the staff member's position is declared redundant, the staff member will be issued with a notice of redundancy and offer of voluntary redundancy at the same time as other staff.
- (3) A redeployment adviser will contact the staff member to discuss their career options including redeployment opportunities.
- (4) The notice period for staff on paid maternity leave will be extended only by any period of paid maternity leave that falls within the notice period.

Note: Refer to [clause 322](#) of the Agreement

7 Staff being supported for illness, injury or disability

- (1) Where a staff member is being supported for illness, injury or disability, an injury management co-ordinator will partner with the redeployment adviser throughout the change process
- (2) The injury management co-ordinator will continue to support the staff member, if required, during a placement in a new position.

8 Redeployment selection procedures for new positions identified in change proposals or plans

- (1) Selection procedures for new positions identified in change proposals or plans will be managed by SydneyRecruitment.
- (2) SydneyRecruitment will:
 - (a) develop a recruitment strategy to assess staff for redeployment to the vacant new positions; and
 - (b) establish the redeployment committee(s).
- (3) SydneyRecruitment in conjunction with the Head (or nominee) will:
 - (a) invite staff to provide expressions of interest; and
 - (b) provide feedback to the staff member(s).

9 Redeployment selection procedures for vacant positions identified elsewhere in the University

- (1) To identify potentially suitable positions for redeployment elsewhere in the University and in relevant associated entities:
 - (a) a redeployment adviser will review all vacant positions notified to SydneyRecruitment against the skills and experience of directly affected staff; and
 - (b) staff must review advertised positions and inform the redeployment adviser of positions they identify as potentially suitable.
- (2) The Head (or nominee) responsible for the identified position and the redeployment adviser will assess the suitability of a position as a redeployment opportunity in accordance with clause 10(2) of the policy.
- (3) If the position is assessed as potentially suitable, SydneyRecruitment will invite the staff member to submit an expression of interest addressing the selection criteria.
- (4) If the position is assessed as not potentially suitable:
 - (a) the Head (or nominee) will provide to SydneyRecruitment a written summary of the assessment of the staff member's skills and experience against the selection criteria, taking into account reasonable training; and
 - (b) SydneyRecruitment, in conjunction with the Head (or nominee), will provide feedback to the staff member(s).

10 Redeployment committees

- (1) Where required, a recruitment consultant will convene a redeployment committee, including inviting an independent member.
- (2) The redeployment committee's recommendation will be based on the following criteria:
 - (a) the staff member's resume;
 - (b) the staff member's qualifications;
 - (c) the expression of interest and supporting documents;
 - (d) an interview;
 - (e) referee reports (if required); and
 - (f) any other relevant information.
- (3) If more than one staff member has expressed interest in an identified position, the same redeployment committee will consider all candidates and will rank them according to the criteria in clause 9(2).
- (4) The chair of the redeployment committee will provide a draft of the redeployment committee's report to the members of the committee before finalising it.
- (5) The recruitment consultant will provide the redeployment committee's report to the relevant delegate and provide a copy to the redeployment adviser.
- (6) SydneyRecruitment in conjunction with the Head (or nominee), will advise staff of the outcome of their expression(s) of interest.
- (7) A staff member may request, in writing, a copy of the committee's report from SydneyRecruitment.

11 Appointment

- (1) If redeployment of a staff member is approved, the recruitment consultant, in consultation with the chair of the redeployment committee, will prepare a Request to Appoint form for approval and signature by the relevant delegate.
- (2) Upon receipt of the approved Request to Appoint form, the HR Service Centre will prepare and send a variation of employment letter to the staff member which will set out:
 - (a) the conditions of the appointment
 - (b) details of any applicable trial period; and
 - (c) the date on which the offer will lapse.
- (3) A redeployed staff member's performance and achievements during a trial period will be assessed in accordance with clause 17 of the policy and the University's Planning and Development Program.

12 Cessation of employment

If a staff member has not been redeployed during the notice period, or if a trial period has been unsuccessful, the redeployment adviser will notify the HR Service Centre prior to the end of the notice or trial period. The HR Service Centre will advise the staff member

of the cessation of their employment in accordance with the notice, or payment in lieu of notice provisions in the Agreement.

Note: Refer to clause [332 - 333](#) of the Agreement

NOTES

Redeployment Procedures 2014

Date adopted: 21 May 2014
Date commenced: 26 May 2014
Date amended: 11 October 2016, effective 18 October 2016
Administrator: Director, Human Resources
Review date: 2017
Related documents:

Fair Work Act 2009 (Cth)

[University of Sydney Enterprise Agreement 2013-2017](#)

[Appointment on Nomination Policy and Procedures](#)

[Performance Planning and Development Policy 2012](#)

[Recruitment and Selection Policy](#)

[Redeployment Policy 2014](#)

Relocation Policy

AMENDMENT HISTORY

Provision	Amendment	Commencing
Various	Links updated	02/06/15
7	New clause added referring to staff being supported for illness, injury or disability	18/10/2016
9(1)	Reference to associated entities added.	18/10/2016