

REDEPLOYMENT PROCEDURES 2014

Issued by: Chief Human Resources Officer

Date: 21 May 2014

Last amended: 11 October 2016

8 March 2019

Name: Ms Karen Haywood

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.

HR Partner means an HR practitioner who is a member of the HR Relationship Group.

recruitment consultant means a professional recruiter who is part of the University’s Recruitment unit.

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) Staff on leave during a change proposal 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.

5 Notice period for impacted staff

- (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 Partner before the end of the consideration period.
- (3) The HR Partner will advise the redeployment adviser of all impacted 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) Recruitment will manage the redeployment selection procedures to assess a staff member's skills and experience against the selection criteria for identified positions.
- (7) Recruitment and redeployment advisers may invite staff to provide an expression of interest in a position identified as potentially suitable for redeployment.
- (8) Expressions of interest must be lodged within the time specified by Recruitment.

6 Extended notice period

- (1) Eligible staff who wish to accept the offer of an extended notice period under clause 9A of the policy must complete and sign the letter attached to the notice of redundancy letter and return it to the HR Partner within the specified time.
- (2) The HR Partner will advise the redeployment adviser of all staff who have accepted the offer of an extended notice period.
- (3) Staff members will continue to report to their current supervisor when not employed in another role unless advised otherwise.
- (4) The HR Partner and delegate will work towards identifying suitable alternative work, including temporary roles, within the current unit and across the University and relevant associated entities during the extended notice period.
- (5) Recruitment will assess the skills and experience of staff members who have chosen the extended notice period against the selection criteria for identified positions, including temporary roles.
- (6) Where placement in a temporary role has been confirmed, Recruitment will confirm the placement with:

- (a) the staff member;
- (b) the current supervisor;
- (c) the redeployment adviser; and
- (d) HR Service Centre.

7 Staff on leave

- (1) Where a staff member is on leave when their 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.
- (2) A redeployment adviser will contact the staff member to discuss their career options including redeployment opportunities.
- (3) The notice period for staff on paid parental leave will be extended only by any period of paid parental leave that falls within the notice period.

Note: Refer to [clause 407](#) of the Agreement

8 Staff being supported for illness, injury or disability

- (1) Where a staff member is being supported for illness, injury or disability, a staff health support co-ordinator or staff accessibility manager will:
 - (a) partner with the redeployment adviser throughout the change process;
 - (b) assess any position identified as potentially suitable for the staff member; and
 - (c) continue to support the staff member, if required, during a placement in a new position.

9 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 Recruitment.
- (2) Recruitment will develop a recruitment strategy to assess staff for redeployment to the vacant new positions.
- (3) Recruitment in conjunction with the Head (or nominee) will:
 - (a) establish the redeployment committee(s);
 - (b) invite staff to provide expressions of interest; and
 - (c) provide feedback to the staff member(s).

10 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 by Recruitment against the skills and experience of impacted staff; and
- (b) impacted staff must also review advertised positions and inform the redeployment adviser of positions they identify as potentially suitable.
- (2) The Hiring Manager responsible for the identified position and the redeployment adviser will assess the suitability of a position as a redeployment opportunity in accordance with clause 11(2) of the policy.
- (3) If the position is assessed as potentially suitable, the staff member will be assessed ahead of any other candidates and the Hiring Manager may:
 - (a) invite the staff member to submit an expression of interest addressing the selection criteria; and
 - (b) convene a redeployment committee in accordance with clause 11; or
 - (c) recommend to the relevant delegate that the staff member be redeployed to the identified position which may include a trial period of up to six months.
- (4) If the position is assessed as not potentially suitable:
 - (a) the Hiring Manager will provide to Recruitment an Expression of Interest (EOI) Suitability Assessment form detailing their assessment of the staff member's skills and experience against the selection criteria, taking into account reasonable training; and
 - (b) Recruitment, in conjunction with the Hiring Manager, will provide feedback to the staff member(s).

11 Redeployment committees

- (1) Where required, a recruitment consultant in conjunction with the Hiring Manager 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 skills and 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 11(2)
- (4) The redeployment committee will recommend whether a trial period of up to six months should be applicable for any successful appointment. If a trial period is recommended, the committee will include in the redeployment committee report the development areas the staff member will need to address before the end of the trial period.
- (5) 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.

- (6) The recruitment consultant will provide the redeployment committee's report to the redeployment adviser.
- (7) Recruitment in conjunction with the Hiring Manager will advise staff of the outcome of their expression(s) of interest.

12 Appointment

- (1) If redeployment of a staff member is recommended, the Hiring Manager will prepare a Request to Engage form for approval and signature by the relevant delegate and subsequent submission to Recruitment.
- (2) Upon receipt of the approved Request to Engage form from Recruitment, 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 18 of the policy and the University's Planning and Development Program.

13 Trial Period

- (1) Within two weeks of the commencement of a trial period the supervisor and redeployed staff member will create a development plan setting out the staff member's objectives for the trial period.
- (2) The supervisor and staff member must conduct an initial performance assessment against the development plan within two months of commencement of the trial period.
- (3) A trial period may be terminated at any time after the initial assessment.
- (4) The supervisor and staff member must conduct a formal performance assessment no later than two weeks prior to the end of the trial period.

14 Cessation of employment

- (1) If a staff member has not been redeployed during the notice period, including the extended notice period, or if a trial period has been unsuccessful, the HR Partner will notify the HR Service Centre and redeployment adviser as soon as possible prior to the end of the notice or trial period.
- (2) 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 [clauses 418-419](#) 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
 8 March 2019
 Administrator: Chief Human Resources Officer
 Review date: 2021
 Related documents:

Fair Work Act 2009 (Cth)

[University of Sydney Enterprise Agreement 2018-2021](#)

[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
Title page	Updated Vice-Chancellor and Principal to Chief Human Resources Officer	08/03/2019
3	Added definition for HR Partner	08/03/2019
various	Updated Sydney Recruitment to Recruitment	08/03/2019
4	Sub-clause 4(2) moved from clause 7	08/03/2019
5	Amended heading to clarify clause applies to impacted staff only	08/03/2019
5(2); 5(3)	Amended HR Service Centre to HR Partner	08/03/2019

5(3); 10(1)	Inserted "impacted" to identify staff cohort referred to	08/03/2019
6	New clause added	08/03/2019
7(1)	Amended for readability	08/03/2019
7(3)	Amended "maternity leave" to "parental leave"	08/03/2019
7; 14; Notes	Updated to new Enterprise Agreement 2018-2021 and relevant clause numbers	08/03/2019
8(1)	Updated injury management co-ordinator to staff health support co-ordinator and added staff accessibility manager	08/03/2019
8(1)(b)	New sub-clause added	08/03/2019
9	Sub-clause 9(3)(a) moved from sub-clause 9(2)	08/03/2019
various	Replaced Head (or nominee) with Hiring Manager	08/03/2019
10(3)	Added to sub-clause that the staff member will be assessed ahead of any other candidates and added new sub-clauses 10(3)(b) and 10(3)(c)	08/03/2019
10(4)	Replaced "written summary" with "Expression of Interests (EOI) Suitability Assessment form"	08/03/2019
11(1)	Added "in conjunction with the Hiring Manager"	08/03/2019
11(2)(b)	Added "skills"	08/03/2019
11(4)	New sub-clause added	08/03/2019
12(1)	Redrafted to reflect current process	08/03/2019
13	New clause added	08/03/2019
14	Added "extended notice period" and updated clause to reflect current process	08/03/2019
Notes	Updated HR Director to Chief Human Resources Officer	08/03/2019