Procedure: Redeployment

Purpose
To outline the principles and processes which facilitate the redeployment of staff who cannot undertake their current responsibilities due to organisational change and/or personal incapacity to work.

Procedure

Application of redeployment provisions to staff
1. The redeployment provisions may apply to staff members holding continuing or fixed term, full-time or part-time employment, whose current position is affected by:
   - Restructure;
   - Redundancy, where relevant;
   - A medical condition/disability that significantly impacts upon a staff member's ability to carry out the duties of their current position (either temporarily or permanently), and reasonable adjustments are not able to be implemented to enable the staff member to undertake the requirements of the position;
   - An accepted workers' compensation claim under the Safety, Rehabilitation and Compensation Act 1988 that requires a staff member to undertake duties in a suitable alternative position.

2. In accordance with the Enterprise Agreement job security provisions, where possible:
   - any reductions in staffing will be effected through natural attrition, voluntary separations, fixed term pre-retirement agreements, voluntary conversion to part time employment, secondment or transfer.
   - The University will only offer redundancies in exceptional circumstances and consistent with the managing change; redeployment; and redundancy procedures.

3. By agreement, the University and the staff member, and where he or she
chooses, their union or staff representative, may vary the redundancy provisions provided in this procedure.

**The Redeployment Process – Non Medical**

4. The University will seek to redeploy a staff member whose position is declared surplus into a suitable alternative position within twelve weeks of the staff member being declared surplus.

5. A suitable alternative position means a position which has substantially the same duties, classification level and career standing as the surplus position, and for which the staff member currently possesses the skills and experience (or could reasonably be expected to develop the required skills within a limited period) to satisfactorily perform the duties of the position.

6. Where the University cannot identify a suitable alternative position the staff member may elect to seek redeployment to other positions. A staff member seeking redeployment will be considered for suitable vacant positions. If the staff member meets the selection criteria for the position, or could be expected to meet the selection criteria with appropriate training within a reasonable timeframe, they will be appointed to the position.

7. Redeployment may include transfer to a suitable position elsewhere in the University, which is occupied by a staff member with continuing employment who would be interested in terminating their employment with the University by way of a voluntary redundancy with an agreed separation package.

8. Where a staff member agrees to be redeployed to a position with a lower classification, salary maintenance of up to twenty six (26) weeks for professional staff and up to 12 months for academic staff may be paid at the pre-transfer salary rate.

9. A staff member who disagrees with the suitability of a proposed alternative position for redeployment may seek a Review of Decision in accordance with the relevant provision of the Enterprise Agreement, on the basis that the decision will have a detrimental impact on career standing.

10. For academic staff who wish to use the redeployment period to find alternative work outside the University, the University will provide reasonable outplacement support and time for job search activities and attending interviews without loss of pay; and, where agreed by the Director – Human Resources, a program of training; reasonable travel and other expenses associated with these activities.

11. There will be no impediments to the redeployment of a staff member caused
by a transfer of accrued entitlement liability to a receiving area. The staff member will retain continuity of service and leave entitlements.

The Redeployment Process – Medical

12. Where a staff member seeks redeployment due to a medical condition, as opposed to their position being declared surplus, the University will ensure that all reasonable efforts are made to redeploy the staff member to suitable alternative employment/duties.