

Guidelines - Redundancy and Redeployment for Academic Employees

Guidelines to be used in conjunction with Redundancy and Redeployment Policy

Guideline Owner: Director, Human Resources Services Centre

Keywords: Redundancy, Retrenchment, Redeployment, Separation

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1. INTENT

To assist ongoing Academic Employees when they receive notification their job is no longer required, and to provide advice about the Redundancy process and applicable entitlements.

2. ORGANISATIONAL SCOPE

All ongoing ECU Academic Employees.

3. DEFINITIONS

TERM	DEFINITION
Formal Notification	Written advice issued to the employee advising them their job is no longer required and reasons for redundancy.
Involuntary Retrenchment	Means the termination of an employee's employment by reason of redundancy.
Job	A job involves a collection of functions, duties and responsibilities entrusted, as part of the scheme of the University's organisation, to a particular employee.
Redundancy Notice Period	A defined period of notice following the Transition Period where the employee's employment will be terminated. The employee may make a request to work all or part the notice period.

Retrenchment	Termination of employment by reason of redundancy.
Transition Period	An 8 week period that generally commences on formal notification and the employee advises the University if they wish to take: <ul style="list-style-type: none"> - Voluntary Separation; or - Seek redeployment opportunities to Suitable Alternative Employment.
Voluntary Separation	Where an employee requests a voluntary separation and their employment is terminated by reasons of redundancy.

4. GUIDELINES CONTENT

- 4.1 A redundancy process will be transparent, timely and consistent with the ECU Values and Code of Conduct.
- 4.2 These procedures support respective Redundancy provisions within the ECU Industrial Instrument.
- 4.3 The University will provide written formal notification to an employee where their job is no longer required and identified as surplus to requirements.

4.5 Redundancy Process

A. Formal Notification

- 4.5.1 At the same time the University provides written formal notification to an employee that their job is no longer required and the reasons for redundancy, it will invite the employee to elect an option being:
 - (i) acceptance of an offer of Voluntary Separation; or
 - (ii) to seek redeployment to Suitable Alternative Employment within the University.
- 4.5.2 The formal notification will also begin the employee's Transition Period. During or on expiry of the Transition Period the employee will elect an option being either 4.5.1(i) or (ii) above.
- 4.5.3 Within 2 weeks of receiving a formal notification the employee may seek a review of the decision by the Senior Deputy Vice-Chancellor.

B. Acceptance of an offer of Voluntary Separation

- 4.5.4 Where the employee elects to accept an offer of Voluntary Separation, the employee's employment will be terminated either immediately or at an agreed date.
- 4.5.5 The time taken by an individual in accepting an offer of Voluntary Separation will determine the amount received for the unused portion of the Transition Period.
- 4.5.6 On termination the employee will receive the redundancy payment as applicable within the ECU Industrial Instrument.

C. Seeking Redeployment to Suitable Alternative Employment

- 4.5.7 Where the employee confirms they wish to seek redeployment to Suitable Alternative Employment within the University, they will indicate this during the Transition Period.

- 4.5.8 During the Transition Period the University may request the employee to provide information or participate in selection processes to assist with redeployment to Suitable Alternative Employment.
- 4.5.9 An employee will have access to suitable paid time release of 1 day each week during the Transition Period for the purpose of job search activities, including retraining and accessing outplacement support. Prior to accessing time release the employee will provide their line manager with reasonable notice to ensure students or business needs are not disadvantaged.
- 4.5.10 On expiry of the Transition Period the employee must apply to work all or part of the Redundancy Notice Period.

D. Redundancy Notice Period

- 4.5.11 The Redundancy Notice Period is dependent upon age and ranges from 18 to 22 weeks, and any unexpired portion is paid upon termination.
- 4.5.12 The employee must apply to work all or part of the Redundancy Notice Period. The University may decline such requests.
- 4.5.13 Where requests to work are declined, or if no request to work is made the employee's employment will be terminated and they will receive a payment in lieu of any unexpired portion of the Redundancy Notice Period.
- 4.5.14 If a request to work the Redundancy Notice Period is agreed and the employee works part of the period they will receive a payment for any unused portion of the Redundancy Notice Period not worked.
- 4.5.15 During the Redundancy Notice Period the University may end the period and advise the employee their employment will be terminated. The employee will receive a payment in lieu of any unexpired portion of the Redundancy Notice Period.

4.6 Suitable Alternative Employment

- 4.6.1 Where the employee secures Suitable Alternative Employment the redundancy process will cease and the employee will not be entitled to a redundancy payment.
- 4.6.2 If the employee agrees to suitable alternative employment at the same fraction and this is at a lower level than their current salary the employee will be entitled to salary maintenance. During the salary maintenance period the University may require the employee's appointment to be at the same fraction as that prior to placement.

4.7 Involuntary Retrenchment

- 4.7.1 An employee will be retrenched when one or more of the following occurs:
 - (i) on the expiry of the Transition Period where they have not applied to work all or part of the Redundancy Notice Period; or
 - (ii) where their request to work all or part of the Redundancy Notice Period is declined; or
 - (iii) where the University ends the Redundancy Notice period; or
 - (iv) if the employee is unable to secure Suitable Alternative Employment during all or part of the Redundancy Notice Period.
- 4.7.2 The University will provide the employee with 4 weeks written notice of retrenchment, or 5 weeks where the person is over 45 years of age.
- 4.7.3 On termination the employee will receive the specified redundancy payment as applicable within the ECU Industrial Instrument.

4.8 Calculation of Redundancy Payments

- 4.8.1 All payments will be calculated on the employee's salary of their substantive position at the date of termination.
- 4.8.2 The redundancy payment will be calculated on the employee's average service fraction over the period of continuous service.

4.9 Support for Employees

Employees may seek independent support from the University's Employee Assistance Program which provides free confidential counselling services for them and their immediate family members. Employees can access this professional support service which is accessible 24 hours 7 days a week.

An individual may also seek practical support from the Human Resources Services Centre and meet to discuss their particular circumstances and to seek assistance with CV or job applications.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

The Director, Human Resources Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

Academic Employees are required to comply with the content of these guidelines and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy and guidelines are supported by the following:

- [Policy – Redundancy and Redeployment](#)

6.2 Other documents which are relevant to the operation of the policy and guidelines are as follows:

- [ECU Enterprise Agreement](#)
- [ECU Code of Conduct](#)
- [Policy - Consultation on Workplace Change](#)
- [Employee Assistance Program](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guidelines Owner	Director, Human Resources Services Centre
All Enquiries Contact:	Manager Safety and Employment Relations
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8. APPROVAL HISTORY

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