

# Guidelines - Redundancy and Redeployment for Professional Employees

## Guidelines to be used in conjunction with Redundancy and Redeployment Policy

Guideline Owner: Director, Human Resources Services Centre

Keywords: Redundancy, Retrenchment, Redeployment

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### 1. INTENT

To assist ongoing Professional 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 Professional Employees.

### 3. DEFINITIONS

TERM	DEFINITION
Decision-Making Period	A 4 week period that generally commences on formal notification and the employee advises whether they wish to take: <ul style="list-style-type: none"> <li>- Voluntary Retrenchment; or</li> <li>- Seek redeployment opportunities to Suitable Alternative Employment within the Job Search Period.</li> </ul>
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.
Retrenchment	Termination of employment by reason of Redundancy.
Voluntary Retrenchment	Where the employee requests voluntary retrenchment and their employment is terminated by reasons of redundancy.
Weekly Salary	Means the ordinary rate of pay, plus relevant allowances that the employee receives as part of his or her normal weekly salary.

#### 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.

#### 4.4 Redundancy Process

##### A. Formal Notification

- 4.4.1 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 Retrenchment; or
  - (ii) to seek redeployment to Suitable Alternative Employment within the University.
- 4.4.2 The formal notification will generally commence the employee's Decision-Making Period. During or on expiry of the Decision-Making Period the employee will elect an option being either 4.4.1(i) or 4.4.1(ii) above.

##### B. Acceptance of an offer of Voluntary Retrenchment

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

##### C. Seeking Redeployment to Suitable Alternative Employment

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

- 4.4.7 During the Decision-Making Period the University may request the employee provide information or participate in selection processes to assist with redeployment to Suitable Alternative Employment.
- 4.4.8 On expiry of the Decision-Making Period the employee will commence a 12 week Job Search period.

### **D. Job Search Period**

- 4.4.9 A 12 week Job Search Period will commence on expiry of the 4 week Decision-making Period, and applies where the employee has chosen redeployment to Suitable Alternative Employment. The employee will be notified of the commencement date of the period.
- 4.4.10 The employee will receive their normal weekly salary applicable to their substantive position during the Job Search Period.
- 4.4.11 If an employee has been in receipt of a higher duties allowance for a least 12 months immediately preceding their job being declared redundant they will continue to receive the allowance during the Job Search Period. The maintenance of all other allowances will be at the University's discretion.
- 4.4.12 During the Job Search Period the employee will be entitled to at least an average of 15 hours per week (pro-rata for part-time) paid time release to actively seek work and/or undergo training to assist with securing suitable alternative employment. The employee will consult with their line manager to arrange times when their job search and/or retraining will occur.
- 4.4.13 The University will inform the employee of job opportunities within the University. The employee will assist in seeking alternative job opportunities by participating constructively and cooperatively in selection processes to obtain suitable alternative employment and by ensuring all information provided to Human Resources Services Centre including their curriculum vitae (CV) and qualifications are current and correct.
- 4.4.14 The University at its discretion may require the employee to attend appropriate internal or external training programs, or agree for the employee to attend an internal or external training program selected by the employee.
- 4.4.15 Subject to the approval of the Line Manager the employee may have access to vocational training courses up to the value of \$2,500. Upon termination if the employee has been unable to access all or part of such training during the Job Search Period they may request to receive a payment of any outstanding balance.
- 4.4.16 The University may require the employee to work in an alternative position or perform other appropriate tasks which the employee is capable of performing. The employee is required to accept temporary placements at any metropolitan campus. Where the employee considers the placement unreasonable they may discuss these concerns with the Line Manager, and alternative arrangements may be explored.
- 4.4.17 Where an alternative position is worked and attracts a higher rate of pay the employee will receive that rate during the period of time performing the position. Where the alternative position attracts a lower rate of pay the employee's current salary will be maintained during the period of time performing the position.
- 4.4.18 By agreement an employee may work supernumerary to another position to develop his or her skills. The request requires the approval of the relevant Line Manager(s) from the respective area(s). Where such arrangements are agreed the employee's current salary will be maintained.

- 4.4.19 The University may retrench the employee during the Job Search Period if there is insufficient work for the employee to perform, or if they do not actively engage in job search processes.
- 4.4.20 The duration of the Job-Search Period will be extended by 2 weeks if it coincides with the annual closedown period.

### 4.5 Suitable Alternative Employment

- 4.5.1 Where the employee secures Suitable Alternative Employment the redundancy process will cease and the employee will not be entitled to a redundancy payment.
- 4.5.2 If the employee agrees to suitable alternative employment at the same fraction and this is at a lower level than their current salary the University will maintain the employee's salary for no more than 12 months. During the salary maintenance period the University may require the employee's appointment to be at the same fraction as that prior to placement.

### 4.6 Involuntary Retrenchment

- 4.6.1 An employee will be retrenched on the expiry of the Job-Search Period if they have been unable to secure redeployment into a suitable alternative employment.
- 4.6.2 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.
- 4.6.3 On termination the employee will receive the applicable redundancy payment within the ECU Industrial Instrument.

### 4.7 Calculation of Redundancy Payments

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

### 4.8 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.

Professional 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](#)
- [Consultation on Workplace Change Policy](#)
- [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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