

Redeployment Procedure

This procedure is being updated to reflect the new Enterprise Agreement and may currently contain out of date information. If you have any questions, please lodge an Ask HR ticket.

Section 1 - Background and Purpose

(1) These Procedures apply when an employee holds a position that is (or will become) surplus to operational requirements at La Trobe University. These Procedures will apply prior to the utilisation of involuntary redundancy as set out in the [La Trobe University Collective Agreement 2018](#).

(2) Redeployment may also occur by agreement between the University and staff member as a means of resolving difficulties that arise in the course of employment. In these cases, these Procedures may be adopted to facilitate redeployment.

(3) These Procedures summarise clauses of the [La Trobe University Collective Agreement 2018](#) ('the Agreement'). Staff wishing to use these Procedures should refer to the Agreement and not rely solely on this summary. In the event that there is a conflict between this Procedure and the Agreement, the Agreement will take precedence.

Section 2 - Scope

(4) These Procedures apply to academic and professional staff and do not apply to casual staff, fixed-term staff, staff employed pursuant to a Senior Staff Performance Based Contract, or staff in research continuing roles.

Section 3 - Policy Statement

(5) Refer to the [Workforce Management Policy](#).

Section 4 - Procedures

Principles

(6) Redeployment will be implemented in accordance with the following principles:

- a. redeployment assists the University to retain the capabilities, skills, experience and knowledge of staff who might otherwise cease employment with the University;
- b. managers will be expected to facilitate effective redeployment provided;
 - i. staff meet the key selection criteria for the position or could do so with suitable skills development;
 - ii. recruitment is not delayed for unreasonable periods of time;
- c. redeployment of staff will not be used as an alternative to managing poor performance or unsatisfactory conduct and does not include transfer resulting from disciplinary action;
- d. staff will be encouraged to participate actively in the process of seeking suitable alternative employment within the University;

- e. redeployment processes will be initiated in a timely manner; and/or
- f. staff can elect to be represented during the redeployment process.

Eligibility for Redeployment

(7) If a staff member has been advised in writing by the University that their position is redundant, the staff member can seek redeployment or the University may attempt to redeploy the staff member to a suitable vacant position.

Nomination for Redeployment

(8) If a staff member seeks redeployment or the University attempts to redeploy a staff member, Human Resources will advise the staff member in writing of their nomination for redeployment.

(9) Human Resources can provide the staff member with information regarding the process of redeployment.

(10) The staff member's manager will provide ongoing support throughout the redeployment process including reasonable time off to attend interviews.

Vacancies

(11) Redeployees are responsible for monitoring the University recruitment site to search for suitable vacancies.

(12) Human Resources can assist by monitoring all position vacancies for at least 8 weeks commencing from the date of notification that a staff member's position is redundant (the redeployment period).

(13) To access this assistance, redeployees must contact the recruitment team via email on recruitment@latrobe.edu.au

Staff members may apply for any apparently suitable vacant positions online.

Placement Assessment Panel

(14) If a redeployee has applied for or been referred to a vacant position, a placement assessment panel will be established. The panel will normally include the Unit Manager where the vacancy exists, an experienced person from the discipline of the vacancy and a Human Resources nominee.

Selection Process

(15) The panel will assess staff member(s) nominated for redeployment who are referred to and/or apply for a vacant position prior to interviewing any external applicants.

Staff Member Meets Selection Criteria

(16) If the panel assessment confirms that the staff member satisfies the selection criteria, a transfer will be effected at the earliest mutually convenient date for all parties, and Human Resources will confirm the new position in writing; or

(17) If the panel assessment confirms that the staff member would satisfy the selection criteria with skills development, a transfer may take place or a trial period (for up to six months) may commence at the earliest possible mutually convenient date for all parties.

Staff Member Does Not Meet Selection Criteria

(18) If the panel assesses the staff member as not meeting the key selection criteria for the position and the Executive Director, Human Resources or nominee is satisfied of the validity of the decision, no transfer will occur;

(19) The staff member will be given feedback by the panel on why they were unsuccessful and provided with guidance regarding future opportunities; and

(20) The redeployee and Human Resources will continue to monitor vacancies until the expiry of the 8 week redeployment period.

Multiple Applicants

(21) If there is more than one redeployee being assessed for the position, selection will be based on merit.

Trial Period

(22) A trial period of up to six months may be recommended to ascertain suitability for a vacant position where the staff member does not currently meet the criteria but would satisfy the criteria with skills development.

Trial Period Conditions

(23) The following conditions apply:

- a. the supervisor of the work unit where the vacancy exists is required to accept the staff member for the period of the trial;
- b. the trial period will focus on the skill match of the staff member against the duties and responsibilities required of the position;
- c. the supervisor will provide the staff member with a skill development plan for the trial; and
- d. the staff member will participate in the trial for its nominated duration and will undertake the skill development activities identified by the supervisor.

Trial Period Participation

(24) A staff member's refusal to participate in a trial period will be considered as a rejection of a reasonable offer of redeployment and employment will be terminated.

Redeployment to Proceed Unless not Viable

(25) If a Unit Manager is of the view that a proposed redeployment would not be viable, written reasons must be provided to the Executive Director, Human Resources outlining why the proposed redeployment should not proceed. However, the final decision in each case shall be made by the Executive Director, Human Resources.

Section 5 - Definitions

- a. Reasonable offer of redeployment: Made when a staff member is offered redeployment to a suitable vacant position;
- b. Reasonable amount of time: In this context is up to 6 months;
- c. Redeployee: Means a member of the academic or professional staff who is on the Redeployment List maintained by Human Resources, and who has received advice that their substantive position is a surplus position;
- d. Redeployment not viable: An example of redeployment not being viable is if the redeployee does not meet all the essential criteria for appointment and is unlikely to become fully proficient in the position within a six month period;
- e. Suitable vacant position: Position at the same classification level and same or equivalent time fraction of the employee and for which the employee has the skills and qualifications to undertake or would have the skills

qualifications to undertake after being provided with a reasonable amount of time to update skills and experience, within a trial period;

f. Surplus position: Means a position which is, or is likely to become, surplus to the University's operational requirements;

g. Unit Manager:

- i. Dean or duly appointed delegate;
- ii. Heads of Department or duly appointed delegate;
- iii. Supervisors or duly appointed delegate; and/or
- iv. Managers or duly appointed delegate.

Status and Details

Status	Current
Effective Date	22nd November 2016
Review Date	14th November 2017
Approval Authority	Vice-Chancellor
Approval Date	20th November 2016
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Executive Director, Human Resources
Author	Linda Robertson
Enquiries Contact	Human Resources +61 3 9479 1234