



University of
South Australia

Redundancy and Redeployment Procedure

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APPLICATION

This procedure applies to continuing staff employed in accordance with:

1. The University of South Australia Enterprise Agreement 2011.
2. Staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

This procedure should be read in conjunction with the relevant clauses contained in the Enterprise Agreement.

OVERVIEW

The University acknowledges that security of employment is important if the University is to function effectively and to achieve its strategic goals. Should circumstances warrant a reduction in staffing, the University will explore reasonable measures to minimise compulsory redundancy including natural attrition, reduction in casual and/or fixed term contract staff, inviting applications for voluntary redundancy in areas affected by the staffing reduction and redeployment opportunities in accordance with the provisions of the Enterprise Agreement.

Redundancy at the University can occur as a result of a range of mechanisms, generally as a result of the University's managing change process as outlined in clause 22 of the Enterprise Agreement and the reference document, 'Managing Change @ UniSA – A Resource Kit for Managers', available at http://www.unisa.edu.au/hrm/guidelines/managing_change_kit.pdf.

This procedure outlines the steps that will be followed and the options available when redundancies are implemented by the University.

DEFINITIONS

1. *Redundancy* and *Redundant* mean a situation where the position occupied by a continuing staff member is identified as surplus to the University's requirements, normally, as a result of a managing change process.

2. *Voluntary Redundancy* occurs when a staff member holding a position that has been declared redundant separates from the University on a voluntary basis.
3. *Compulsory Redundancy* occurs when a staff member holding a position that has been declared redundant is unable to be placed in a suitable continuing position in the University by the conclusion of their redeployment period and has not accepted a voluntary redundancy benefit.

PROCEDURE

1. Circumstances where redundancy benefits will be applied

Redundancy benefits will be applied in the following circumstances:

a) Redundancy outside of Managing Change process

i) Voluntary redundancy

A staff member may submit an application for voluntary redundancy and have it considered at any stage. Approval of a voluntary redundancy will be at the discretion of the University.

b) Redundancy during Managing Change process

i) Voluntary redundancy prior to final managing change plan

At any stage prior to the implementation of a final managing change plan, the University may call for expressions of interest in a voluntary redundancy benefit from those continuing staff whose positions are to be made redundant and will give consideration to all such expressions of interest. Approval of any voluntary redundancies will be at the discretion of the University.

ii) Voluntary redundancy on final managing change plan

Where as a consequence of a managing change process, one or more positions are declared redundant and a continuing staff member is not placed into a position in accordance with the managing change clause, the staff member will be declared to be occupying a position which is redundant and will be offered a voluntary redundancy benefit.

c) Redundancy during redeployment

i) Voluntary redundancy

A staff member may submit an application for voluntary redundancy and have it considered at any stage during redeployment. Approval of a voluntary redundancy will be at the discretion of the University during redeployment.

d) Redundancy at the conclusion of redeployment period, or where the University determines no redeployment period

i) Voluntary redundancy

If a staff member has not been appointed to a suitable continuing position by the conclusion of their redeployment period, or the University has determined that there is no position into which the staff member can be redeployed, the staff member shall be offered a voluntary redundancy benefit.

ii) Compulsory redundancy

If a staff member rejects an offer of a voluntary redundancy benefit, they will be given notice by the Director: Human Resources that they will be made compulsorily redundant according to the compulsory redundancy benefits.

Staff who have been informed that they will be made compulsorily redundant will be advised to seek advice from the Director: Human Resources on further measures which might be taken to avert their termination.

2. Redundancy benefits

a) Redundancy benefits will be paid in accordance with the provisions outlined in;

i) clauses 67 and 68 (for academic staff); and

ii) clauses 81 and 82 (for professional, security, grounds and document services staff) of the Enterprise Agreement.

b) Further conditions (retention of staff members during notice period, payment of redundancy benefits and restrictions on re-employment) are outlined in clause 52 of the Enterprise Agreement.

3. Alternatives to compulsory redundancy

a) Redeployment (for Security, Grounds and Document Services staff only)

i) Redeployment shall only occur where there is an immediate skills match, as defined in the provisions for the placement of continuing staff outlined in clause 22.5 of the Enterprise Agreement.

b) Redeployment (for Academic and Professional staff only)

i) If as a result of a managing change process, a continuing staff member is not placed in a position, the staff member is eligible for a reasonable redeployment period of up to six (6) months (as determined by the Director: Human Resources) subject to the provisions outlined in clause 53.2 of the Enterprise Agreement.

c) Job swap opportunities (for Academic and Professional staff only)

i) Where a staff member has been informed that they will be made compulsorily redundant, the Director: Human Resources shall discuss with the staff member (staff member A) the full range of positions in the University at or below their current level in which they would be willing to be placed should there be a vacancy.

- ii) The Director: Human Resources will then ascertain whether any member of staff currently filling such a position would accept a voluntary redundancy package, and if there is such a person (staff member B), whether the relevant cost centre manager would agree to staff member A exchanging positions with staff member B on condition that staff member B accepts a voluntary redundancy package.
- iii) Should the voluntary redundancy package for staff member B exceed the cost of that of staff member A, a central fund will meet the difference in cost.
- iv) The Director: Human Resources will continue to attempt to find alternatives to compulsory redundancy throughout the notice period of the staff member or until such time as the staff member elects to have the remainder of their notice period paid out and their employment with the University terminated and the compulsory redundancy benefit paid to them.

REFERENCES

- University of South Australia Enterprise Agreement 2011
- Managing Change Toolkit

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor.
- The designated HR contact for their area
- The Human Resources Unit
- The Human Resources website

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