

Voluntary and Involuntary Redundancy Policy - Senior Staff

Section 1 - Policy

- (1) The University may declare ongoing senior staff positions redundant.
- (2) Positions may become surplus to the University's requirements for reasons of an economic, technological, structural or similar nature, including:
- a. a decrease in student demand or enrolments in any academic course or subject, or combination or mix of courses or subjects, conducted on one or more campuses;
 - b. a decision to cease offering or curtail a particular service or activity;
 - c. a decision to cease offering or vary the academic content of any course or subject, or combination or mix of courses or subjects, conducted on one or more campuses;
 - d. financial exigency within an organisational unit or cost centre;
 - e. changes in technology or work methods; or
 - f. changes imposed through legislative amendment.

Section 2 - Application

- (3) This Policy applies to senior staff members employed on an ongoing basis and excludes senior staff employed on a fixed-term basis.
- (4) The benefits payable will not be available to senior staff members under the following circumstances:
- a. where the staff member has not been a continuous employee of the University for a period of at least 12 months;
 - b. where the staff member is subject to a transfer of business; and
 - c. where the University obtains suitable alternative employment for the staff member.

Section 3 - Process

- (5) Where positions are identified as surplus to requirements of the University, the following steps will apply.

Step 1 - Voluntary Redundancy

- (6) Where the University identifies a need to achieve staff reductions, the authorising officer may call for applications from staff members interested in voluntary redundancy. Applications may be sought from staff members across the University, or from staff members in specifically identified areas.
- (7) The call for applications will be made in writing and will include the timelines relevant to the process for receipt, consideration and approval of applications. For voluntary redundancy the process will normally take up to six weeks to

complete and will involve the following steps:

- a. A staff member may make application within the period specified;
- a. The authorising officer has the discretion to accept or reject any staff member's application; and
- a. The authorising officer will inform the staff member whether the application is accepted, or will provide a staff member with reasons for not accepting an application.

(8) Where an application is accepted by the authorising officer, consultation will occur as soon as possible between the staff member and their Supervisor to determine a termination date.

(9) Staff whose applications for voluntary redundancy are approved will receive benefits as outlined in accordance with Section 4 below.

Step 2 - Involuntary Redundancy

(10) Where the voluntary measures outlined above do not achieve the appropriate staff reductions, the University may identify specific positions as surplus. Following the identification of these positions the following process will occur:

- a. The University will hold discussions with the staff member(s) directly affected and where applicable with the staff representative. A staff representative means a University staff member selected by the affected staff member to assist or represent, and cannot be a person who is currently a practising solicitor or barrister. The discussions will take place as soon as practicable after the University has made a decision to declare the position(s) redundant and will cover the following:
 - i. the reasons for the position(s) becoming surplus;
 - ii. measures to avoid or minimise the redundancies; and
 - iii. measures to mitigate any adverse effects on the staff member(s) concerned.

(11) All relevant information and data will be provided to staff to assist in the consultations.

(12) Following these discussions the authorising officer may formally notify a staff member(s) that their position is surplus to the University's requirements. A staff member who applied for voluntary redundancy and whose application was rejected cannot be made redundant under the arrangements for involuntary redundancy.

(13) Within 10 working days of notification, the staff member may elect one of the following options and notify the authorising officer in writing:

- a. agree to the redundancy and consult with their Supervisor as soon as possible to determine a termination date; or
- b. seek redeployment in accordance with the relevant provisions of the University's [Redeployment Policy](#).

(14) Staff who accept involuntary redundancy will receive benefits as outlined in accordance with Section 4.

(15) Consultation will occur as soon as possible between the staff member and their Supervisor to determine a termination date.

(16) The redeployment search period for senior staff members is 12 weeks. Benefits will be paid to a staff member where a staff member elects redeployment but is unable to be redeployed to a suitable vacant position, or where a trial period is unsuccessful, or where a staff member unreasonably rejects an offer of redeployment to a suitable position.

Section 4 - Calculation of Redundancy Benefit

(17) Staff whose applications for voluntary or involuntary redundancy are approved will receive benefits as outlined in their employment contract payable in the next available pay run following the date of termination of employment.

(18) Where a staff member elects to seek redeployment as part of the involuntary redundancy process, and where at the end of the redeployment search period the staff member has not been redeployed for reasons outlined in Section 3, the staff member will receive the benefits for involuntary redundancy less the redeployment search period.

(19) Redundancy benefits are in lieu of access to a scheme of redeployment or any other redundancy benefit.

(20) All payments made under this clause will be calculated on the staff member's total salary plus leave loading at the date of ceasing employment. For staff members employed on a part-time basis at the date of ceasing employment, all payments will be calculated on the staff member's average service fraction of full-time employment over their last five years of service, or on their existing fraction of full-time employment, whichever is greater.

Status and Details

Status	Current
Effective Date	2nd December 2014
Review Date	30th December 2023
Approval Authority	Vice-Chancellor and President
Approval Date	2nd December 2014
Expiry Date	Not Applicable
Policy Owner	Gillian Bromley Vice-President (People) and Chief People Officer
Author	Gillian Bromley Project Manager
Enquiries Contact	Gillian Bromley Vice-President (People) and Chief People Officer <hr/> Administrative Division