Redeployment Policy

Responsible Officer: Executive Director, Human Resources

Approved by: Vice-Chancellor

Approved and commenced: May, 2015

Review by: May, 2018

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle: Governance Level Principle 11: Employment

Responsible Organisational Unit: Human Resources

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Redeployment Policy

1 Scope

This Policy applies to all staff who are eligible for redeployment under the terms of the University of Tasmania Staff Enterprise Agreement 2013-2016 and employees entitled to redeployment under the terms of their contract of employment.

2 Policy Provisions

2.1 Redeployment Register

Human Resources will maintain a redeployment register of all staff that the University is seeking to redeploy.

Employees placed on the redeployment register may be provided with the opportunity to undertake an assessment of their skills, competence, training and aptitude in order to assist in identifying redeployment opportunities.

2.2 Redeployment

All staff on the redeployment register will be entitled to be considered for redeployment to any vacant comparable alternative position in accordance with this policy until their final date of employment unless agreed otherwise.

2.2.1 Comparable Alternative Position

A comparable alternative position is defined as a position with the same classification/salary level, with duties and responsibilities commensurate with the employees skills, competence and qualifications (or in which the employee could reasonably be expected to become proficient with no more than six months' training, the majority of which would normally be taken on the job).

Such a position will not be considered as a comparable alternative position, however, if it is based at a location that would require the employee to relocate their principal place of residence in order to take up the appointment (more than 50km), or where it would be unreasonable, having regard for the employee’s personal circumstances, to expect the employee to travel the extra distance to undertake the work of the alternative position.

Professional and English Language Centre employees may be entitled to be offered redeployment to a position at a lower level and/or at a location more than 50km from their substantive place of employment in accordance with the Agreement.

2.2.2 Consideration of Viability of Possible Redeployment

Staff on the redeployment register are entitled to be considered for redeployment into a vacant comparable alternative position notwithstanding that it could be expected that a better credentialed candidate for appointment might exist if the vacancy was internally or externally advertised.

A staff member on the redeployment register is entitled to be considered for redeployment to a vacant comparable alternative position at any stage of the
recruitment and selection process for the role prior to an offer of employment being made to another person.

Where more than one staff member on the redeployment register is being considered for the same role, a selection process will be followed to determine which, if any, is the preferred candidate.

The Head of any requested budget centre or other area of the University shall consider the viability of a proposed redeployment within two weeks of being asked to do so by the Executive Director, Human Resources (or nominee), and shall provide Human Resources with written reasons as to the viability of the proposed redeployment within that two week period.

The final decision regarding the viability of a potential redeployee shall be made by the Executive Director Human Resources (or nominee).

3 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Budget Centre</td>
<td>A unit within the University’s financial management structure that is functionally and financially distinctive. University budget centres include Schools, Institutes, Co-operative Research Centres, administrative sections and University Business Enterprises.</td>
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4 Supporting Documentation

- University of Tasmania Staff Enterprise Agreement 2013-2016

5 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – Redeployment Policy</th>
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<tbody>
<tr>
<td>Current Version(s)</td>
<td>Version 2 – Redeployment Policy; approved May, 2015</td>
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