SCOPE

The procedure applies to all continuing staff members of Monash University, except staff on Continuing (Contingent Funded) Employment contracts, herein collectively referred to as ‘you’ for the purpose of this procedure.

This procedure does not apply to fixed-term, sessional/casual staff, staff on probation or honorary/adjunct appointees.

In this procedure, the Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

Due to changed circumstances, Monash staff may be identified as excess to requirements and notified accordingly. Where the affected staff member does not elect to take voluntary early separation, the option of redeployment into suitable alternative employment is available. Where redeployment is not successful, the staff member’s employment with Monash may then be terminated and the staff member will be paid any redundancy benefits they are entitled to under the relevant Enterprise Agreement.

The processes and entitlements for redeployment and redundancy are outlined in each of the University's Enterprise Agreements.

This procedure supplements the Enterprise Agreement clauses by detailing the University's (‘us’, ‘our’ or ‘we’) redeployment processes and specifying the calculation of voluntary early separation payments to professional staff.

1. Enterprise Agreements

1.1 Our redundancy and redeployment obligations and procedures (apart from this procedure) are set out in our Enterprise Agreements. This procedure should be read in conjunction with the relevant clauses in the Enterprise Agreements.

The Monash University Enterprise Agreement (Academic and Professional Staff) 2019:

- Clause 53 Redundancy - Academic Staff
- Clause 55 Redundancy - Professional Staff
- Clause 56 Redeployment Process - Academic and Professional Staff

The Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009:

- Clause 20 Redeployment and Redundancy

The Monash University Enterprise Agreement (Trades and Services staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005:

- Clause 21 Redeployment and Redundancy

1.2 Queries regarding this procedure, the relevant Enterprise Agreement clauses and redundancy and redeployment more broadly should be directed to Monash HR.
2. Consultation

2.1 We are obliged by our Enterprise Agreement to notify and consult where a proposed significant or substantial change will affect you. The relevant Enterprise Agreement clauses are:

- for academic and professional staff, clause 13 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019; and
- for trades and services staff, clause 10 of the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 and clause 9 of the Enterprise Agreement (Trades and Services staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005.

2.2 For advice regarding our change notification and consultation obligations where potential redundancy is under consideration, refer to Monash HR.

3. Notification in writing

3.1 If your position is to be declared redundant (or your Representative where you choose), you will be notified in writing of the redundancy and the reasons for the redundancy.

4. Redeployment

4.1 The redeployment process for staff is set out in clause 56 (Academic and Professional Staff), clause 20 (Building and Metal Trades Staff) and clause 21 (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) of the relevant Enterprise Agreement, and is coordinated by our Placement Coordinator. It operates in practice as follows.

Step 1: Written notification regarding the redeployment process

4.2 If your position is likely to be declared redundant and you elect to be considered for redeployment, we will notify you in writing of the redeployment process. This notification will include the dates of the designated redeployment period and the name and contact details of our Placement Coordinator.

4.3 It is your responsibility to contact the Placement Coordinator via Monash HR.

Step 2: Interview with adviser and preparation of personal career plan

4.4 The Placement Coordinator will meet you and may organise an interview for you with an external career transition adviser. The Placement Coordinator and/or the external career transition adviser will assist you in preparing a written statement that identifies your career aspirations, experience, knowledge, level of skills and training needs (“a personal career plan”).

4.5 You will provide the final personal career plan and your curriculum vitae to the Placement Coordinator.

Step 3: Identification of vacant positions

4.6 During the redeployment period, the Placement Coordinator will directly inform you in writing of all vacant positions to be advertised at, or one level below, your substantive level.

4.7 Where you are interested in applying for a position (by email to the Placement Coordinator), the position will not be advertised for a reasonable period to allow for Step 4.

4.8 If the position is not a suitable alternative position, it will proceed to advertising. The Placement Coordinator will continue to notify you of vacant positions.

Step 4: Interview for identified vacant positions

4.9 A panel will interview you to determine whether the position is a suitable vacant position for you to be placed into. The panel will comprise of:

- the Chair of the Selection Committee for the position,
- another representative from the Faculty/Division; and
- the Placement Coordinator.

4.10 If you do not make yourself available for an interview within a reasonable period, the selection panel can make a decision based on the material available to it.

4.11 Where no suitable alternative position is available, your position will be declared redundant. You will be paid any redundancy benefits you are entitled to under the relevant Enterprise Agreement.
5. **Redundancy, voluntary early separation and related payments - professional staff**

5.1 The calculation of payments (other than long service leave payment) to a professional staff member under clause 55 of the relevant enterprise agreement, will be on the basis of their average fraction over their last 5 years of service or their fraction at the date of cessation of employment, whichever is the greater.

6. **Breach of procedure**

6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

### DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Redeployment</td>
<td>A staff member’s transfer into suitable alternative employment as a consequence of redundancy.</td>
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</tbody>
</table>
| Relevant Enterprise Agreement | The Enterprise Agreement means the [Monash University Enterprise Agreement (Academic & Professional Staff) 2019](#) or the [Trades and Services staff (Building and Metal Trades staff) 2009](#) or [Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005](#) as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include:  
  - [Clause 3 - Definitions](#)  
  - [Clause 13 - Consultation About Change](#)  
  - [Clause 53 - Redundancy - Academic Staff](#)  
  - [Clause 55 - Redundancy - Professional Staff](#)  
  - [Clause 56 - Redeployment Process - Academic and Professional Staff](#)  
| Monash University Enterprise Agreement (Academic and Professional Staff) 2019 | • [Clause 3 - Definitions](#)  
  • [Clause 13 - Consultation About Change](#)  
  • [Clause 53 - Redundancy - Academic Staff](#)  
  • [Clause 55 - Redundancy - Professional Staff](#)  
  • [Clause 56 - Redeployment Process - Academic and Professional Staff](#)  
| Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009 | • [Clause 3 - Definitions](#)  
  • [Clause 10 - Consultation About Change](#)  
  • [Clause 20 - Redeployment and Redundancy](#)  
| Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 | • [Clause 3 - Definitions](#)  
  • [Clause 9 - Introduction of Major Change in the Workplace](#)  
  • [Clause 21 -Redeployment and Redundancy](#)  
| Representative           | A person as defined under clause 3 of the relevant Enterprise Agreement.                                                                   |
| Suitable alternative employment | Defined under clause 3 of the [Monash University Enterprise Agreement (Academic and Professional Staff) 2019](#) or equivalent in relevant trade agreements. |
## GOVERNANCE

<table>
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<tr>
<th>Parent policy</th>
<th>Employment conditions</th>
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<td>Supporting schedules</td>
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</table>
| Associated procedures | • Resignation and Exiting the University  
|                       | • Retirement (including pre-retirement)  
|                       | • Superannuation       |
| Legislation mandating compliance |                   |
| Category               | Human Resources       |
| Approval               | Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020 |
| Endorsement            | Director, Workplace Relations - 12 February 2020 |
| Procedure owner        | Director, Workplace Relations |
| Date effective         | 12 February 2020      |
| Review date            | 28 March 2021         |
| Version                | 6                     |
| Content enquiries      | ask.monash or phone Monash HR on (03) 990 20400 |