

REDUNDANCY AND REDEPLOYMENT PROCEDURE

SCOPE

The procedure applies to continuing staff under one of the current [Monash University Enterprise Agreements](#) (herein collectively referred to as 'you' for the purpose of this procedure) applicable to their employment. The agreements are referred to as the "Enterprise Agreement" as applicable to you in accordance with those agreements and is intended to supplement your Enterprise Agreement.

This procedure does not apply to staff on continuing (contingent funded) employment contracts, fixed-term contracts, sessional/casual engagements or honorary/adjunct appointments.

PROCEDURE STATEMENT

1. Redundancy

1.1 Monash University ('us', 'our' or 'we') may determine that a position is no longer required for reasons including those detailed in the applicable Enterprise Agreement. Where this occurs, our process and entitlements for redundancy (and redeployment) are detailed within the applicable Enterprise Agreement.

1.2 Relevant clauses include (but are not limited to):

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

2. Redeployment

2.1 Redeployment is the process of seeking suitable alternative employment for you within the University and our wholly owned subsidiaries as a result of your position being determined as redundant.

2.2 If you elect redeployment or we attempt to redeploy you, Monash HR will provide you with further information regarding the process of redeployment.

Interview with Redeployment Coordinator

2.3 As part of the redeployment process, the Redeployment Coordinator will interview you to:

- establish your Personal Career Plan which includes identifying your career interests/aspirations, experience, knowledge and your level of skills. This will include assistance with your résumé and your letter of application should you wish to apply for a suitable vacant position;
- clarify process questions;
- gain an understanding of your communication preferences; and
- assist with other queries you may have.

This interview may occur as a face-to-face meeting, via phone or another method as agreed with you.

Notification of vacant positions

2.4 During the redeployment period, you and your nominated Representative (where applicable) will be notified of:

- all vacant academic staff positions to be advertised; or
- relevant vacant professional staff positions to be advertised

(as applicable) at or one level below your substantive level.

Identifying suitable alternative positions

2.5 In order to identify potentially suitable alternative positions for redeployment within the University or our wholly owned subsidiaries:

- the Redeployment Coordinator will review vacant positions against your skills and experience;
- you are also responsible for reviewing vacant positions and informing the Redeployment Coordinator of positions you identify as potentially suitable.

Proceeding to advertising

2.6 Positions will proceed to advertising where:

- you elect not to apply for or do not express an interest for the position in accordance with the notification to you;
- positions determined that you are clearly unqualified for and would not become qualified within a reasonable period of time with or without training.

Interview for a vacant position

2.7 Subject to 2.6 above, the Redeployment Coordinator will coordinate an interview for you for vacant positions you have expressed an interest in.

2.8 You will be interviewed for the vacant position by a panel. The interview panel will confirm if you satisfy the selection criteria or would satisfy the selection criteria with reasonable training.

2.9 If you do not make yourself available for an interview within a reasonable period, the interviewing panel can decide based on the material available to them, whether the position is suitable.

Outcome of Interview

2.10 Where an interview proceeds pursuant to 2.7, the Redeployment Coordinator will notify you of the outcome of your interview and provide feedback.

2.11 Where suitable alternative employment is available in a wholly owned subsidiary, you will be offered a new contract of employment by the wholly owned subsidiary.

3. Redundancy, voluntary early separation and related payments - professional staff

3.1 Where you have been issued a notice of redundancy and you have:

- (a) not elected redeployment or early separation during the Notice Period under the applicable Enterprise Agreement;
- (b) elected early separation during the Notice Period under the applicable Enterprise Agreement; or
- (c) the University has been unable to offer you Suitable Alternative Employment or other redeployment,

and you have not accepted another position with the University or any wholly owned subsidiary, a Redundancy payment will be made to you in accordance with the applicable Enterprise Agreement.

4. Support

4.1 We are committed to providing a safe and supportive environment that promotes good mental health and high-quality support to staff experiencing poor mental health. If you require support for your mental health, refer to the [Mental Health Procedure](#).

4.2 The [Employee Assistance Program \(EAP\)](#) is a free professional counselling service available to all employees and their immediate family members. The service is highly confidential and offers short-term support for a variety of work-related and personal problems that may be affecting you at work or at home. You can arrange to speak with a counsellor over the phone or make an appointment to see a consultant for a face-to-face session. An after-hours messaging service operates at all other times.

5. Breach of procedure

5.1 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

Relevant Enterprise Agreement	<p>The Enterprise Agreement means the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 or the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 as applicable to the staff member in accordance with those agreements. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> • 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 <p>Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 3 - Definitions • Clause 10 - Consultation About Change • Clause 20 - Redeployment and Redundancy <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • 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	Means “suitable alternative employment” as defined under clause 3 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.

GOVERNANCE

Parent policy	Employment conditions
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Leaving the University • Superannuation • Mental Health
Legislation mandating compliance	N/A
Category	Operational
Approval	Chief Operating Officer – 1 December 2020
Endorsement	Chief Human Resources Officer – 11 October 2020
Procedure owner	Director, Workplace Relations
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