

<b>Name of Policy</b>	<b>Staff Transfers Policy</b>
<b>Description of Policy</b>	<i>This policy outlines the arrangements for the transfer of staff members within the University.</i>
<input type="checkbox"/> <b>New Policy</b>	<input type="checkbox"/> <b>Revision</b>
<b>Description of Revision</b>	

**Human Resources Directorate**

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## 1. Background Information

The transfer of a staff member from one employment position to another within the University may occur from time to time, subject to the operational needs or requirements of the University. A transfer is an ongoing arrangement that does not have an end date, except for those staff employed on a fixed-term contract of employment.

## 2. Policy Statement

The University recognises that in order to meet its operational needs and requirements, it may be necessary to transfer a staff member from one position to another within the University. All requests and University proposals for transfers will be considered in line with the operational needs and requirements of the University and will occur after consultation has occurred between the staff member and relevant University officers.

## 3. Policy Purpose

This policy outlines the arrangements to be undertaken to transfer a staff member to another position within the University, either at the direction of the University or the request of a staff member.

## 4. Application of Policy

- 4.1 This policy applies to all continuing and fixed-term staff members of the University. Members of staff employed on a fixed-term contract who are transferred will normally have at least 12 months of the contract to run, unless work is no longer available for them in the area of their current employment.
- 4.2 The operational needs or requirements which give rise to the need to transfer a staff member to another position within the University vary. However, a transfer at the direction of the University may occur as part of a change management process or because work in a particular unit is declining or increasing, or it may be related to a staff member's capacity to perform all of the duties of her/his position as a developmental strategy.
- 4.3 The transfer of a staff member to another position at the direction of the University will be undertaken in accordance with the provisions of *the Australian Catholic University Staff Enterprise Agreement, 2005 - 2008* (the Agreement) and the relevant University policies and procedures.
- 4.4 A staff member may initiate a voluntary request to be transferred to another position and/or organisational unit within the University. The University will consider the request in light of the operational needs and requirements of the relevant Units concerned. The University is not obliged to facilitate a staff member's request for a transfer.
- 4.5 Transfers will normally take place into positions which are classified at the same HEW or MSAL classification level.
- 4.6 Staff are not required to relocate from one state/territory to another and a staff member in Victoria is not be required to transfer from Melbourne to Ballarat (or vice versa) as a result of a transfer. However a staff member is able to request such a transfer.

## **5. Procedures**

### **5.1 Transfers at the direction of the University**

- 5.1.1** When an operational need or requirement for a staff member to be transferred to another position is identified, the current nominated supervisor and proposed nominated supervisor will consult on the viability of the proposed transfer. If the proposed transfer is considered to be viable and in the interests of all parties, the nominated supervisor will discuss the proposed transfer with the relevant Executive Staff member(s). The relevant Executive Staff member(s) are required to endorse any proposed transfer in principle as a pre-requisite for the proposal to be advanced.
- 5.1.2** Once endorsed in principle by the Executive Staff member(s), the nominated supervisor of the staff member's current position and the nominated supervisor of the staff member's potential new position will meet or teleconference and consult with the affected staff member about the proposal for transfer.
- 5.1.3** The nominated supervisor will consider the comments expressed by the affected staff member throughout the consultation process prior to a final decision being made.
- 5.1.4** If following consultation with the affected staff member, a decision is made to proceed with the recommendation, the staff member's current nominated supervisor will write to the relevant Executive Staff member seeking her/his formal endorsement of the proposal. The nominated supervisor will provide a written outline of the rationale for the proposed transfer and details of the consultations with the staff member. A copy of this document will also be provided to the affected staff member.
- 5.1.5** The Executive Staff member will consider the recommendation, and invite the affected staff member to submit any comments concerning the proposal within 10 working days of the staff member receiving a copy of the recommendation.
- 5.1.6** The staff member's written comments will be considered prior to the Executive Staff member deciding whether to endorse the recommendation for a transfer.
- 5.1.7** If the Executive Staff member decides to proceed, a copy of the recommendation, the rationale for the transfer and any comments submitted by the staff member will be forwarded to the Executive Planning Group member for her/his consideration and decision.
- 5.1.8** If the Executive Planning Group member approves the recommendation for the transfer of the staff member, a copy of the approval will be provided to the Human Resources. The HR staff will write to the staff member concerned formally advising her/him of the transfer arrangements.
- 5.1.9** If the Executive Planning Group member does not approve the recommendation for the transfer, she/he will advise the Executive Staff member, the nominated supervisor and the staff member concerned of this decision.
- 5.1.10** In the case of transfers involving a Professor, an Executive Staff member or an HEW Level 10 staff member, the Executive Planning Group member will seek approval of the proposal for transfer from the Vice-Chancellor.

## **5.2 Transfers at the request of the staff member**

**5.2.1** A staff member may voluntarily request a transfer to another organisational unit or position within the University which is classified at the same or a lower grade. The University is not obliged to facilitate a request from a staff member for a transfer.

**5.2.2** All staff initiated requests for transfer must be submitted in writing to the staff member's current nominated supervisor for consideration.

**5.2.3** The staff member's current nominated supervisor will consult with and provide a copy of the staff member's written transfer request to the relevant Executive Staff member. The Executive Staff member will consider the request in conjunction with the prospective organisational unit and Executive Staff member.

**5.2.4** The request will be considered in line with:

- the operational needs and requirements of the University,
- the skills, qualifications and experience of the staff member, and
- the availability of a suitable vacant position at or below the staff member's grade.

**5.2.5** If the relevant Executive Staff member decides to proceed with the transfer, a copy of the recommendation, the rationale for the transfer and any comments submitted by the staff member will be forwarded to the Executive Planning Group member for her/his consideration and decision.

**5.2.6** If the Executive Planning Group member approves the recommendation for the transfer of the staff member, a copy of the approval will be provided to HR. The HR staff will write to the staff member concerned formally advising the transfer arrangements.

**5.2.7** If the Executive Planning Group member does not approve the recommendation for the transfer, she/he will advise the Executive Staff member, the nominated supervisor and the staff member accordingly.

**5.2.8** In the case of transfers involving a Professor, an Executive Staff member or an HEW Level 10 staff member, the Executive Planning Group member will seek approval of the proposal for transfer from the Vice-Chancellor.

**5.2.9** A staff member who relocates residence as a consequence of a staff-initiated transfer will not normally be provided with relocation assistance. However, she/he will have access to paid Personal Leave for relocation of residence as provided by the University's Personal Leave Policy.

## **5. Approvals**

All decisions in relation to the application of this policy will occur in accordance with the University's Register of Staffing Delegations.

## **6. Policy Review**

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward her/his suggestions to the Director, Human Resources.

**7. Further Assistance**

Any staff member who requires assistance in understanding this policy should first consult her/his nominated supervisor who is responsible for transfer arrangement in her/his work area. Should further advice be needed, she/he should contact the Human Resources Consultant responsible for her/his campus.