



# ASU@CQU

#324/07

24 July 2007

## VOLUNTARY SEPARATION

To assist ASU members we have outlined the voluntary separation option for your consideration. We have also undertaken to draft a letter for members to use to express an interest in this option.

If you are unsure about what is stated please contact ASU Organiser Ms Donna Webster ([Rockhampton@qld.asu.net.au](mailto:Rockhampton@qld.asu.net.au)) or your local ASU Delegate, Gillian Adams.

Please note: the University retains the right to accept or reject expressions of interest based upon the need of the work area to retain the incumbent of a position. The determination of which expressions of interest can be supported for voluntary separation will be decided by the University with regard to its capacity to support the non-continuation of a particular position. That is: the University has indicated that in order to support expressions of interest in voluntary separations, a position needs to be declared redundant.

The most direct approach is that you express your interest in a voluntary separation, the University examines your position and declares it redundant. It could possibly also be achieved where the person holding that position wishes to seek redeployment to a position vacated by another employee who is seeking voluntary separation.

If you are considering expressing interest in the Job Security measure of VOLUNTARY SEPARATION, it is suggested that you:

First consider your personal and financial situation, and seek professional financial advice. Financial Planning advice is available to you as a CQU staff member through the Employee Assistance Program.

Read the relevant clauses of the current Union Collective Agreement and associated Policies. In this instance it is clause 24 Job Security and the (*Job Security – General Staff Policy.*)

**Before** the conclusion of the **two (2) week** 'consideration period' (**Thursday, 2 August 2007**) send a letter or email to your Pro Vice-Chancellor and Executive Dean/Director of Division. You may wish to use the following letter (amend the information in red as applicable). Make sure that you read and understand all the material contained within this letter (Contact the ASU for any explanations if you are not sure about anything). If you cannot complete this task by the due date, you can make application to the Director of Human Resources to extend the time limit by one (1) week only. This request for an extension must be in writing and then have approval.

**Note: 'Redundancy'** means a situation where a position is formally declared as "surplus to requirements" that is, the University no longer requires a particular function or job to be performed by anyone. The emphasis is on the function or the job and not the employee. The disestablishment of a job or position may result from technological change, scaling down of operations or production, re-organisation or sustained reduction in student numbers.

**'Salary'** means the nominal salary paid to the employee, but includes any allowance or loading which is counted as salary for superannuation purposes.

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