

*<Insert your name>
<Insert your position title>
<Insert your contact details>*

<Insert date>

**Re: Expression of Interest in
Voluntary Redeployment**

*<Insert title of Pro Vice-Chancellor and Executive Dean/Director of Division>
<Insert name of Pro Vice-Chancellor and Executive Dean/Director of Division>*

Dear *<insert first name of Pro Vice-Chancellor and Executive Dean/Director of Division>*

In response to the email (19/7/2007 Job Security) from the Acting Vice-Chancellor to University staff calling for expressions of interest in voluntary measures, I hereby express my interest in **voluntary redeployment**.

With respect to my expression of interest in redeployment, I understand that I may be offered and accept redeployment to a position of **equivalent or lower classification**. I understand that an employee will not be offered redeployment to a position of higher classification. This does not preclude me from applying for positions of a higher classification through the University's recruitment selection procedures.

I understand that redeployment may be to the same or a different campus. I am interested in *remaining at my current campus location of <insert campus name>/transferring to another campus, specifically/including <insert campus name/s>*

This request is made on the basis of the following guidelines contained within the University policy (Job Security – General Staff Employees):

- Redeployment is to new or vacant positions available at the same or other campuses;
- Employees may express interest in more than one position.
- Positions identified as within the relocation arrangements will not be advertised externally.
- Where the number of expressions of interest is less than or the same as the number of positions available, the expressions of interest shall be accepted unless it can be demonstrated by management that a person(s) is not suitable for the position in light of qualifications and experience, or that there is a need for the work area to retain the incumbent of a position.

- Where the number of expressions of interest is more than the number of positions available, selection will be made through usual University procedures.

I believe the next steps to be:

1. Following receipt of the expression of interest and at the close of the eight (8) week 'consideration period', the Pro Vice-Chancellor and Executive Dean/Director of Division, in consultation with the Head of School/Department/Section will provide a recommendation, and the reasons for that recommendation, on my expression of interest. Such recommendations will be forwarded to the Director, Division of Human Resources.
2. Following consultation with the Staff Consultative Committee, the Deputy Vice-Chancellor or nominee will make the final determination. 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.
3. If my expression of interest is not accepted, I may seek a review of the decision by accessing the University's Grievance Resolutions Procedures.
4. If I am unsuccessful in obtaining my requested voluntary redeployment, I *wish/do not wish* to have my application added to the pool of employees who may be willing to consider the above opportunities should the University in the future be required to adjust its staffing profiles.
5. I will then confirm my acceptance or otherwise of the University's response to my expression of interest in voluntary redeployment.

If the University and I come to an agreement about the acceptance of my expression of interest in redeployment, the University will endeavour to find a suitable redeployment opportunity for me and that the redeployment search period will occur within a period of eight (8) weeks from the date of approval of my expression of interest. During this period I will remain in the current Faculty/Division and will perform the duties required of my substantive position. I understand that the University will consult with me (and at my request my representative) to ascertain my employment preferences and my level of skills and abilities. The over-riding aim, of this process will be to find a suitable position at the same classification level.

With my consent a summary of the my work history, skills, abilities, qualifications and job preferences will be circulated by Human and Executive Deans/Directors of, Divisions or nominees and the Manager – HR Services via a "List of Available

Redeployees”, with the aim of alerting Faculties/Division as to my availability to fill upcoming vacancies. Other actions to assist me may also be agreed as appropriate e.g. assistance in preparing a Curriculum Vitae and covering letter.

I understand that to be granted redeployment, I will need to meet the selection criteria required of the position, or be able to meet the criteria within a reasonable time frame if provided with suitable training. If I do meet the selection criteria or it is believed I will be able to do so with appropriate training, I will be interviewed by the Pro Vice-Chancellor and Executive Dean/Director of Division or nominee and other relevant departmental employees to further assess my suitability and allow me to gain a greater understanding of the duties and responsibilities required of the position. I will not be required to be the best applicant for the position or to compete for the position against external or internal applicants in open competition unless there are a number of redeployees under consideration for transfer to a single position. This case relative merit shall be used as the basis for the selection of the redeployee for transfer. If following an interview, I am unsuccessful in obtaining redeployment, I will be provided with constructive feedback.

Where a written offer is made to me, **I understand that I will be expected to respond to that offer within three (3) working days.** If a suitable position is available and I accept it, it will be for a trial placement for three (3) months at my current salary level. This trial placement would be extended by any periods of certified sick leave or recreation leave taken during the period of the trial placement. This trial placement may be shortened by the mutual agreement of the parties.

If training is required for me to fulfil the duties and responsibilities required of the position, the University will provide training and the time to participate in such training, at no cost to myself.

During the trial period I will be given regular feedback on my performance in respect to the duties and responsibilities required of the position by my immediate supervisor and have the right to respond to any performance issues raised. A final assessment of my performance will be made by the immediate supervisor and the Pro Vice-Chancellor and Executive Dean/Director of Division or nominee in consultation with me, not less than two (2) weeks prior to the end of the trial period, and a formal report outlining the details of my performance against the duties and responsibilities of the position will be submitted to the Director, Human Resources. If my performance has been satisfactory, a recommendation will be made to the Deputy Vice-Chancellor that the position is offered to me. If I accept this offer, I will be formally transferred to the position and will receive the salary and entitlements appropriate to that position.

If I do not accept this offer, I may return to my substantive position, if it is still available (but at no cost to the University). If my substantive position is redundant,

I will be entitled to receive the redundancy benefit that is on offer with this call for expressions of interest in voluntary measures.

If I am unable to perform the duties and responsibilities required of the position, I may return to my substantive position if it is available (but at no cost to the University). If my substantive position is redundant, I will be entitled to receive a redundancy benefit.

I understand that if I accept voluntary relocation to another CQU campus I will receive relocation entitlements in accordance with the relevant clause in the current Union Collective Agreement for General Staff.

If the University is unsuccessful in its voluntary redeployment search I will retain my substantive position unless that position has been declared redundant as per the relevant clause in the current Union Collective Agreement for General Staff.

If I am incorrect in any of my stated understandings about the measure of voluntary redeployment, could you please promptly provide me with the correct understanding and clarification.

Sincerely,

<Insert your name and position title>