Agreement

Redeployment Agreement 2008

between the Catholic Education Office, Parramatta Diocese
and the Independent Education Union

February 2008

School Support Staff

Clerical and Administrative Stream
School Assistant Stream

Catholic Education
Diocese of Parramatta
Redeployment Agreement

School Support Staff

1.0 Introduction

This document applies to full-time or part-time employees employed in ongoing positions in systemic schools within the Diocese of Parramatta. It does not apply to persons employed on a casual or temporary basis.

In the event of a staffing reduction in a particular school and the necessity to relocate employees, this document shall form the basis of addressing such situations. The Parramatta Catholic diocesan school system is committed to employment conditions which support and nurture employees in the exercise of their role. It therefore has a pastoral concern for the employees affected by such reductions and seeks to effect reasonable and appropriate redeployment.

2.0 Principles significant to redeployment

2.1 The Parramatta Catholic diocesan school system is committed to ensuring that the dignity of each staff member is maintained.

2.2 The Parramatta Catholic diocesan school system will endeavour to provide security of employment for its employees.

2.3 The Bishop of Parramatta is the employer of all staff engaged in systemic schools within the diocese. He has delegated to the executive director of schools the responsibility for the employment of staff. Principals normally act as the employing agent for the executive director. It is always the right of the executive director to appoint staff directly.

2.4 Principals in schools where staffing reductions occur will ensure that all staff, especially those who might be affected, are appropriately informed and consulted throughout the redeployment process.

2.5 Employees in schools where staffing reductions occur have the right to request the support of the union, and if they so wish, instruct the union to negotiate on their behalf.

2.6 All employees nominated for redeployment, will be regarded by the employer as appropriately skilled and competent. Nonetheless, some employees may have special needs which will be considered.

2.7 The process will be conducted in a timely manner.

2.8 The right of all parties to confidentiality will be observed.

3.0 Procedures for redeployment

3.1 When it becomes evident that redeployment is necessary in a school, the head of school service will ensure that the principal, the staff and the NSW Independent Education Union are notified.

3.2 If redeployment is necessary in a particular school, employees will be informed of the processes to be observed.

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3.3 If redeployment is necessary in a particular school, employees will be invited to volunteer for redeployment without prejudice. Employees may elect to seek the advice and support of the Independent Education Union in this process. Staff members interested in redeployment will be advised of relevant permanent and temporary vacancies.

3.4 If the number of volunteers is insufficient to resolve the redeployment need the principal (with the support of the head of school service) will determine the criteria for the selection of the employees to be redeployed. These will be discussed with the staff. Factors which may be considered in determining criteria for selecting staff for redeployment may include:

i) staff who bring particular expertise to the priorities of the school as identified in the school’s current development plan or in the diocesan plan;
ii) staff who bring particular expertise to a particular program or to a particular group of students;
iii) the professional needs of a staff member for broader experience;
iv) complementarity of the staff body as a whole (eg gender balance, range of experience and age groups), and
v) qualifications and experience with regard to the curriculum needs of the school community.

Redeployment must never be used to address cases of unsatisfactory performance.

3.5 The principal, in consultation with the head of school service, will then determine which staff members are to be redeployed.

3.6 In order to assist redeployment, school support staff will be requested to provide the head of staff services with a summary of their experience, qualifications and an indication of their preference(s) for placement.

3.7 When it becomes evident that there are school support staff to be redeployed, all principals will be required to notify the head of staff services of all vacancies in the appropriate stream in their school as well as the criteria for each position.

3.8 The head of staff services may instruct some or all principals not to employ school support staff until all staff in the stream to be redeployed have appropriate positions.

3.9 The head of staff services will, on behalf of the executive director of schools, make an offer of two positions to the school support employees to be redeployed. If possible, this offer will take into account the indications of preferences in 3.6. If two offers are not available, one position only will be offered.

3.10 The employee, after receiving the offer, will be required to notify the head of staff services in writing of the acceptance or rejection of the offer within five working days of the offer being made.

3.11 In the event of the offer being rejected by the employee, there is no further obligation on the diocese for placement of that employee.

3.12 If any employee disputes the process in a given situation, an appeal may be made to the executive director of schools by the individual or on representation by the employee’s union.
Options other than redeployment

In specific cases, consideration may be given to options other than redeployment. These options may include:

1. retraining or reskilling
2. redundancy
3. CEO seeking the assistance of another diocese in regards to potential vacancies
4. a period of leave without pay

Consideration of the appropriateness of these options will be on a case by case basis.

A review of these procedures will take place in 2011.

Gregory B Whitby
Executive Director of Schools
Diocese of Parramatta

Dick Shearman
General Secretary
Independent Education Union
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**REDEPLOYMENT**

To assist in the most appropriate placement of staff, kindly complete the following. While every effort will be taken, the Diocese cannot guarantee a position in the school of your choice.

Name: ........................................................................................................................................

Current school: ............................................ Position: ..............................................................

Current duties: ............................................................................................................................
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Other experience (any additional skills not included in current responsibilities):
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Preferred geographical area of diocese: .........................................................................................
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Placement offers:

Placement accepted: