



Oakleigh Grammar

Policy Document Name	Redundancy Policy and Procedure
Date Ratified by Management Committee	May 2021
Date for Review	February 2024

1. Statement of Context

The School recognises there may be times where there is a need for a reduction in workforce caused by economic conditions, re-organisations, and eliminations of business or other reasons. The School has therefore established a redundancy policy that complies with all legal, administrative and regulatory requirements.

2. Aim

The purpose of this policy is to identify the procedures to be followed and entitlements afforded in cases where it is necessary for the School to implement redundancy. In this regard, the School is committed to undertaking an analysis of alternative structures and work design in an effort to avoid positions being made redundant, and that positions are made redundant only when all other reasonable possibilities have been exhausted. When this is the case, the School will take reasonable steps to try to identify redeployment opportunities for affected employees. Where redeployment is not reasonably available, retrenchment of the affected employee(s) may occur.

3. Policy Details

Definition of Redundancy:

Redundancy is the termination of an employee's employment because the School has decided that it no longer wishes the job the employee has been doing to be done by anyone and that decision is not due to the ordinary and customary turnover of labour.

Redundancy does not include where the employee is offered suitable and alternative employment whether the offer is accepted or not. A suitable alternative position is a position:

- In the same city;
- Which has the same or greater remuneration; and
- Which is within the skill and competency of the employee.

4. Responsibility:

The Principal of the School will be responsible for:

- Communicating the Policy to the employees
- Monitoring directly or via delegated authorities, the implementation of the Policy
- Intervening in cases in which he/she believes that the Policy is being contravened.

5. Procedure:

Reductions in staffing levels will be enacted by the identification of employee whose position is to be made redundant based on the consideration of the following factors:

- Job elimination/duplication;
- Potential to meet future needs of the School;
- Capability to contribute at higher levels of responsibility; and

The School will consult with the Employee being considered for redundancy to establish whether any proposed redundancy can be avoided or how to mitigate the impact on the Employee.

Wherever reasonably possible, employees being considered for redundancy will be offered alternate position.

The School will consider each employee as an individual case and ensure that the individual extenuating circumstances are considered.

At all times, the School will ensure that employees to be made redundant are treated fairly and equitably.

Notice of Redundancy and redundancy payments will be in accordance with any applicable industrial instruments or legislation at the time of the redundancy and or otherwise determined by the School.

The School, at its discretion, offers suitable outplacement services to employees who are made redundant.

6. Notification to Centrelink and Union

Where 15 or more Employees are to be made redundant, the School before carrying out the terminations will:

- Inform and provide appropriate documentation to Centrelink.
- Inform the union of which any of the Employees is a member about:
 - The terminations and the reasons for them;
 - The number and the categories of Employees likely to be affected;
 - The time when, or the period over which, the School intends to carry out the terminations.

7. Redeployment

- During the notice period the School will attempt to find alternative employment for the Employee.
- The Employee will not be entitled to receive a redundancy payment where in the opinion of the School, the Employee unreasonably declines to accept an offer of redeployment.

8. Redundancy Pay

The Employee who is redundant will be entitled to severance pay in accordance with the following scale:

Employee's period of continuous service with the Employer on termination	Redundancy pay period
Less than 1 year	Nil
At least 1 year but less than 2 years	4 weeks
At least 2 years but less than 3 years	6 weeks

At least 3 years but less than 4 years	7 weeks
At least 4 years but less than 5 years	8 weeks
At least 5 years but less than 6 years	10 weeks
At least 6 years but less than 7 years	11 weeks
At least 7 years but less than 8 years	13 weeks
At least 8 years but less than 9 years	14 weeks
At least 9 years	16 weeks

In calculating the redundancy payments, years of service will be calculated to include part yearservice rounded up to the nearest whole month.

Payment of the Employee's termination benefit will be made within 7 days of the termination date.

9. Certificate of Service

A certificate of Service is available to Employees upon their request. The Certificate of Service outlines the Employee's length of service and the positions held by the Employee during the employment.

