

## Relocation Policy

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<b>Approving authority</b>	Executive Group
<b>Approval date</b>	5 November 2014
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>   Human Resources   <a href="mailto:hrrservices@griffith.edu.au">hrrservices@griffith.edu.au</a>
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Relocation Policy.pdf">http://policies.griffith.edu.au/pdf/Relocation Policy.pdf</a>
<b>TRIM document</b>	2017/0000382
<b>Description</b>	This policy is to facilitate the relocation of staff members as a consequence of Griffith University initiatives.
<b>Related documents</b>	
<a href="#">Griffith University Academic Staff Enterprise Agreement</a>	
<a href="#">Griffith University General Staff Enterprise Agreement</a>	
<a href="#">Individual Grievance Resolution Procedure</a>	
<a href="#">[Introduction]</a> <a href="#">[Scope]</a> <a href="#">[Policy]</a> <a href="#">[Application]</a> <a href="#">[Delegated Authorities]</a>	

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### 1. INTRODUCTION

This policy is to facilitate the relocation of staff members as a consequence of University initiatives.

The principles include:

- consultation in regard to measures to avert or mitigate the adverse effects of organisational change;
- offering, wherever possible relocation opportunities at the same classification level;
- fair and compassionate relocation of staff to alternate work locations; and
- appropriate compensation for dislocation arising from relocation

The University does not expect to move large numbers of staff more than 30 kilometres from their current primary workplace location.

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### 2. SCOPE

This policy applies to all University staff, other than casual staff.

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### 3. POLICY

The University recognises the need to be flexible in providing its courses, research and services at a number of locations while being committed to maximising job security for staff members. In order to provide this flexibility the University may need to direct a staff member to work at a workplace other than their current primary workplace location. In all cases of relocation the University will, where possible, use voluntary relocation, will establish a consultative process and will deal with staff members in a sensitive manner. The University will also take into account the personal circumstances of staff members when considering relocations to accomplish quality service provision.

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In order to facilitate the movement of staff members between workplaces the University will compensate staff members according to this policy in those cases which involve a University-initiated relocation. Relocation to an alternate primary workplace location does not include relocation within a campus or between Mt Gravatt, Nathan and Southbank campuses.

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## **4. APPLICATION**

### **4.1 Identification of Positions to be Relocated**

The University may relocate an existing position or positions to any other workplace of the University in order to provide quality research, teaching or services at the point of need. Reasons for a relocation of position/s may include:

- an expansion, realignment, or contraction of an elements, schools, departments, office or divisions research, teaching or services;
- movement of part or all of a Element, School, Department, Office or Division.

Positions to be relocated will be identified by the relevant senior officer and consultation will occur with affected staff members, and their representative/s, the Director, Human Resources (HR) and the relevant Head/s of Element, School, Department, Office or Division (Head).

### **4.2 Consultation**

Consultation in either of the above cases will take place with the above parties over a minimum two week period, prior to making a definite decision to relocate a position or positions.

Consultation will include discussions on the need for the relocation, possible effects on staff members, an assessment of whether the positions to be relocated could be filled from a range of academic or general staff levels, the processes to be followed in implementing a relocation/s including proposed strategies for dealing with other than voluntary relocation/s and discussions on the process/es of calling for volunteers.

The Director, HR will ensure that consultation takes place.

### **4.3 Submission on Positions to be Relocated**

Where the relevant Head in consultation with the relevant parties identifies the position/s to be relocated, the relevant Head will make a formal submission to the relevant senior officer demonstrating the need for the position/s to be relocated and detailing the number and type of positions to be relocated and possible relocation costs. A copy of this submission will be sent to the relevant staff member/s and their representative/s and the Director, HR.

The staff member/s and their representative/s may make representations about the submission to the relevant parties prior to a definite decision to relocate a position or positions.

Once the relevant senior officer makes a definite decision to relocate a position or positions, all affected staff in the Element, School, Department, Office or Division, the Director, HR and the staff member/s and their representative/s will be informed of the positions affected, the relocation process and the time period over which the relocation/s will take place.

### **4.4 Relocations to another Workplace**

In the case where all positions or selected positions in an Element, School, Department, Office or Division are being relocated, staff members within the same Element, School, Department, Office or Division will be invited to volunteer for relocation, normally within fourteen days, to the relevant senior officer.

In the event that there are no volunteers or fewer volunteers than required to fill positions the relevant senior officer will consider a second, broader call for volunteers across the area or across the whole University normally within fourteen days. The decision to make a second call for volunteers will include budget considerations and the likelihood of receiving suitably qualified volunteers.

Volunteers will normally only be considered for relocations to positions at the same levels of classification. Only volunteers who satisfy the requirements of the relocated position or would with reasonable training will be appointed to the position.

If the number of volunteers is less than or equal to the relocated positions to be filled, then those volunteers will fill the position except where the University considers a volunteer to be unsuitable to fill a position.

In the event that there is more than one volunteer for a relocation to a particular position, the relevant senior officer in consultation with the relevant Head will make relocation decisions on the basis of merit and the staffing structure of the Element, School, Department, Office or Division with respect to skill mix and the location of positions.

All volunteers who are unsuccessful in being relocated will be provided with the reasons for not being relocated by the relevant Head and may seek a review of the decision.

#### **4.5 Staff members directed to relocate**

A staff member will not be directed to relocate when a volunteer considered suitable by the University is available. Staff members who are directed to relocate will do so at the same salary. In the event that after the first or second call for volunteers there are no suitable volunteers for a single position with an incumbent, the incumbent will be directed by the University to take up the position at the new location.

Where there are a number of like positions at the same level to be relocated necessitating the relocation of one or more staff members, there are no volunteers and there are two or more staff members who could be relocated, the relevant Head will make a recommendation to the relevant senior officer as to which staff member/s should be relocated. This recommendation will be on the basis of the match between the skills of the staff member and the requirements of the position and the best judgment possible on likely disruption to family and personal life.

When choosing between two or more staff members the relevant senior officer will ensure statements have been sought from the staff member's concerned regarding this relocation decision and will make choices which take account of at least the following:

- the relocation will not cause unreasonable financial hardship to the staff member;
- consideration of the staff members personal and transport situations and the impact of relocation on journey times to work

A staff member who is directed to relocate to an alternate primary workplace location will be notified in writing of the need to take up duties at a different workplace. This advice will include the date that such relocation is to take effect, the reasons for the relocation, the assistance available under this policy and the options available to the staff member.

#### **4.6 Options for staff members directed to relocate**

Staff members who are directed by the University to take up a position have the option, within 7 days of being so directed, to:

- accept relocation to the new area; or
- request a review of the decision

#### **4.7 Review of relocation decisions**

A staff member

- 1) who has been directed by the University to commence work in another workplace, or
- 2) who volunteered for relocation and was not selected

may, within 7 days of notification, seek a review of the decision by writing to the Vice Chancellor through the Director, HR. The relevant Head, as directed by the relevant senior officer will investigate the matter and advise the staff member of the outcome of this review within 14 days of receipt of the request for review. If the outcome is unchanged and the staff member remains unsatisfied with the relocation, they may register their preference, and the Director, HR will monitor the situation.

#### 4.8 Take-up of duties at a different workplace

Once the staff member accepts the relocation, or the review confirms the direction to relocate, and unless otherwise agreed, staff member/s will be given as much notice as possible, with a minimum notice as specified below, of the need to take-up duties at a different workplace:

Relocation	Involving a change of residence	All other relocations
> 30 km	12 weeks	6 weeks
< 30 km	N/A	6 weeks

#### 4.9 Travelling Assistance for Staff Members Directed to Relocate

A staff member who is directed to relocate to an alternate primary workplace location may be eligible for reasonable travel assistance for a period of twelve weeks from the date of taking up the position at the new location. This assistance will be provided when the staff member can demonstrate:

- 1) that they will incur additional costs in travelling to the new workplace; and
- 2) that the relocation will cause financial hardship or strain

Applications for assistance demonstrating the above should be made to the Director, HR. Assistance will be provided on the basis of reimbursement of the additional bus fares or train fares or other travelling costs.

#### 4.10 Financial assistance for staff members relocated to an alternate primary workplace location more than 30 kilometres from the current primary workplace location

Financial assistance, in the form of relocation assistance, will be provided to staff members who are relocated when:

- the relocation is to a workplace more than 30 kilometres from the current primary workplace; and
- the relocation is initiated by the University e.g. a staff member is directed to relocate to an alternate primary workplace location or is a volunteer as identified in the circumstances outlined in this policy or is on a redeployment program; and
- there is a demonstrated need for the staff member to change residence

Staff members who are relocated to an alternate primary workplace location within 30 kilometres of the current primary workplace location will be ineligible for the assistance outlined in this section.

#### 4.11 Relocation assistance for staff

In the case of staff members who are eligible for financial assistance, the following provisions will apply:

##### 4.11.1 Removal expenses

The staff member will be eligible for the payment of reasonable costs incurred in moving themselves and their dependants, including reasonable costs for removal of furniture and personal effects.

##### 4.11.2 Boarding or rental allowance

The staff member may be paid an allowance up to an amount agreed to by the relevant senior officer comprised of the expenses necessarily incurred by the staff member in residing in short term or boarding accommodation while waiting to secure a place of residence in the new locality. This allowance will be paid for a maximum period of four weeks.

##### 4.11.3 Expenses for furniture storage

A staff member who is eligible to receive a boarding or rental allowance may also be eligible to seek reimbursement of expenses necessarily incurred by them in respect of:

- 1) the storage of their furniture and effects while waiting to secure a place of residence in the new locality; and

- 2) the moving of the furniture and effects from the place of storage to the staff member's place of residence in the new locality

#### 4.11.4 Incidentals allowance

A staff member who is eligible to receive relocation assistance is entitled to be paid an incidentals allowance to compensate the staff member for:

- the value of the increased depreciation of, and the additional wear and tear on, the basic household furniture and effects resulting from the transfer; and
- incidental costs associated with establishing a new place of residence (eg telephone, gas, electricity, water, internet reconnection)

The depreciation allowance payable under this provision is an amount determined by the Vice President (Corporate Services).

#### 4.11.5 Expenses for sale and purchase of a dwelling-property

For the purposes of this provision "expenses for selling or purchasing a dwelling-property" means:

- legal fees;
- agent's commission and related selling costs;
- stamp duty;
- fees associated with the transfer of title;
- expenses relating to the execution or discharge of a first mortgage; and
- any other reasonable related costs as determined by the Vice President (Corporate Services).

A staff member who is eligible for relocation assistance is entitled to receive reimbursement of expenses incurred by them for a related sale and subsequent purchase of a dwelling-property. Entitlement for expenses for purchase of a property will only occur where the staff member is eligible for expenses for the sale of a property at their original location.

In the case of the sale the dwelling-property must be:

- owned and occupied by them; or
- one which they were purchasing under a contract of sale providing for vacant possession and in which they intended to permanently reside; or
- which they were constructing for their own permanent occupation on completion of construction, at the date on which it became necessary to move to the new locality.

In the case of purchase, the dwelling-property at the new location must be:

- for their own permanent occupation in the new locality; or
- land for the purpose of erecting a house for their own permanent occupation.

The expenses for selling or purchasing a dwelling-property payable is an amount which is equal to the actual expenses incurred except that the reimbursement of expenses on purchase will be limited to an amount equivalent to those for the purchase of a property of similar type and style of the dwelling property sold, as determined by the Vice President (Corporate Services).

An application by a staff member for expenses for selling or purchasing a dwelling-property or an incidentals allowance shall be accompanied by evidence of payment.

#### 4.11.6 Exceptions to the payment of expenses for selling or purchase of a dwelling-property

Except on the decision of the Vice President (Corporate Services), a staff member is not entitled to the reimbursement of expenses in respect of a sale and/or purchase which occurs:

- more than 2 years after the date on which the staff member takes up duty in an alternate primary workplace location more than 30 kilometres from the current primary workplace location; or
- after the date on which the staff member receives notification that they are being transferred back to the previous primary workplace location.

Except that in both points above, expenses incurred in good faith in attempting to sell a property (eg. advertising costs, auction fees) will be met.

#### 4.11.7 Ownership of property

For the purpose of this provision, it is immaterial that the dwelling-property or land is purchased, sold or owned jointly or in common with:

- the partner of that staff member; or
- a dependant of that staff member; or
- the partner and a dependant of that staff member.

In all other cases the expenses for selling and/or purchasing a dwelling-property payable will be up to an amount which is equal to the proportion of the expenses for which the staff member is responsible.

#### 4.11.8 Other costs

The University recognises that individual staff members who are being relocated and are eligible to receive financial assistance may also face other related expenses associated with moving their family or renting a dwelling. In these cases staff members make a submission for assistance with respect to other reasonable expenses associated with moving. Other reasonable expenses which may be considered include:

- rental, school and child care bonds where the staff member loses the bond or a portion of the bond because of the relocation;
- job search fees for an employed partner for a maximum of three months. The staff member must use a University nominated job search firm in order to be eligible for this assistance.

The staff member should discuss with the Head of Element the extent of support required and available. When requesting assistance, the staff member should provide a submission to the Vice President (Corporate Services) setting out the details of the claim supported by evidence in the form of letters, agreements, contracts, quotations, invoices and receipts.

The Vice President (Corporate Services) will consider all applications taking into account the resources of the Element.

#### 4.11.9 Costs of relocation

The budget cost centre in which the position relocation originates will meet all of the costs involved in relocation allowable within this policy.

### 4.12 Grievances with respect to financial assistance

In the event that a grievance arises with respect to the financial assistance paid under this policy, the parties will follow the relevant steps of the individual grievance procedure.

### 4.13 Rights under industrial legislation

The establishment and application of this policy and the related procedures and conditions will not affect any right the University or staff member/s, and their representative/s may have under the relevant industrial legislation.

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## 5. DELEGATED AUTHORITIES

The relevant senior officer approves relocation of a position and of a staff member/s.

The Director, Human Resources approves payment of temporary travel assistance.

The Vice President (Corporate Services) approves all other financial assistance granted to a relocated staff member.