

Staff Change Principles and Process

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Approval Authority	Executive Director, Human Resources
Contact Officer	Employment Relations Consultant – Human Resources

Introduction

This document outlines the University's commitment to consulting its staff and using standard processes when managing change processes that could impact on staff. This document aims to minimise the disruption to staff members and facilitate 'business as usual' during periods of change.

Document Statement

The aim of the consultation when change process could impact staff is to assist the University, its staff as well as representatives where appropriate, to share their views on the situation, the objectives of any proposed changes and the options being considered. The University will adhere to all contractual provisions, legislative requirements and its own policy guidelines and terms of reference documents and will follow a fair and consultative process.

The content of this document applies to all persons employed by the University to do any work for hire or reward under a contract of service ("employment agreement"). When "staff" is mentioned in this policy, it has the same meaning.

The principles and process in this document apply to any proposal by the employer to make significant changes to the structures, staffing levels or work practices within the University. When "change" is mentioned in this policy, it has the same meaning.

The principles and process in this document are not applicable to any function, duty or power of the University Council conferred on it by the [Education Act 1989 \(New Zealand Legislation website\)](#).

The University is committed to a policy of consultation with affected staff and their representatives during change processes.

Principles

The following principles will apply during a proposed change:

- The change process will be fair and transparent.
- Where a response is being sought on a proposed change, staff will be provided with access to sufficient information to enable them to develop an informed response to the proposal (subject to any commercial sensitivity or privacy considerations).
- Throughout a change process, relevant information will be provided as soon as is practicable.
- Reasonable time will be given to enable affected staff to assess the information and provide a response.
- Unions will be notified and consulted where their members may be impacted by any proposed change.
- The University will enter consultation with an open mind and give genuine consideration to the matters raised.
- Staff will be treated with respect and dignity during any change process.
- Relevant legislation and the provisions of applicable employment agreements will be followed.
- Alternatives to redundancy, including redeployment options, will be considered by the University, both during the change process and/or at the conclusion of the process, as may be appropriate in any particular case.

However, the provisions of the [State Sector Act 1988 \(New Zealand Legislation website\)](#) must still be complied with. Therefore, all new positions that are not temporary, relieving, acting or casual will be notified in a way to enable all suitably qualified people to apply and any subsequent appointments will be made on merit.

- The University will provide affected staff with access to support services.

The final decision in respect of any proposed change will be the University's.

Process

Change management must follow a thorough and fair process in order for the University to meet good employer and other legislative requirements. However, the specific change process that is followed will vary from case to case depending on factors such as the number of affected staff and the particular area under review. As a minimum, the following activities need to occur before outcomes are communicated:

1. Proposal to Change

Affected staff and, where applicable, unions, will be notified either in person or in writing of a proposal to change, and will be invited to a meeting where details of the proposed change will be provided.

Information may be compiled into a proposal document (the precise form and detail of which will depend on the nature and extent of the proposed change).

The information will advise affected staff on the nature of, and reasons for, the proposed change, will outline the process that will be followed, and will be provided to the affected staff either at the time of notification or shortly thereafter.

2. Opportunity to Respond

After this initial notification, the affected staff will be given the opportunity to give their response and feedback to the proposed change and to put forward any suggestions and alternatives.

3. The Decision

The decision-maker will consider feedback from the affected staff and then arrange for the decision to be presented to them. The decision will be recorded in writing to the affected staff.

Alternatives to redundancy will be considered for any affected staff whose roles are to be disestablished. This shall include consideration of any potential redeployment or early retirement options, subject to the requirements of the [State Sector Act 1988 \(New Zealand Legislation website\)](#).

Related Documents and Information

Legislation

- [Education Act 1989 \(New Zealand Legislation website\)](#)
- [State Sector Act 1988 \(New Zealand Legislation website\)](#)

UC Website and Intranet

- [HR Advisors by Area \(University About UC website\)](#)

If you have any further questions around this policy, please contact your [Human Resources Advisor \(University About UC website\)](#).

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Major review of document. Converted document to current template.	Director, Human Resources	Oct 2013
1.01	Review date pushed out.	Policy Unit	Sep 2014
2.00	Scheduled review by Contact Officer. Contact Officer details updated.	Policy Unit	Jun 2015

3.00	Scheduled review by Contact Officer.	Policy Unit	Aug 2016
4.00	Scheduled review by Contact Officer, incorporating elements of the <i>Consultation in the University policy</i> .	Executive Director, Human Resources	October 2017
4.01	Change of CO from <i>HR Advisor: Business Improvement and Policy Portfolio</i>	Policy Unit	June 2018
5.00	Scheduled review by CO, minor changes only, change of CO from <i>HR Manager, Operations & Legal – Human Resources</i> and change of policy title to reflect headings.	Executive Director, Human Resources	Jan 2020