

Staff Change Principles and Process

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Approval Authority | Mana Whakaae
Contact Officer |

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Exec Director People Culture Campus Life

1. Proposal to Change

Affected staff/kaimahi 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/kaimahi 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/kaimahi 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/kaimahi and then arrange for the decision to be presented to them. The decision will be recorded in writing to the affected staff/kaimahi.

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

Appendix |

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			