

## Staff Change Principles and Process

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**Contact Officer | Āpiha Whakapā**

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Exec Director People Culture Campus Life  
Manager Business Partnering

### Introduction | Kupu Whakataki

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

### Definitions | Tautuhinga

**Staff/staff member/kaimahi** – person/s engaged for paid employment with the University by way of an employment agreement.

### Policy Statement | Kaupapa

The aim of the consultation when a change process could impact staff is to assist the University, its staff as well as representatives where appropriate, to share their feedback 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 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 and Training Act 2020](#).

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/kaimahi 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 those affected 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/kaimahi 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 sections 603 and 604 of the Education and Training Act 2020 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/kaimahi with access to support services.

**The final decision in respect of any proposed change will be at the sole discretion of the University.**

## 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/kaimahi 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/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 options, subject to the requirements of the [Education and Training Act 2020](#).

## Related Documents and Information | He kōrero anō

### Legislation | Whakaturetanga

- [Education and Training Act 2020](#)

### UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

If you have any further questions around this policy, please contact your [P&C Support for each Faculty/Service Unit](#).

## Appendix | Tāpiritanga

| <b>Document History and Version Control Table</b>   |  |  |                    |
|---|--|--|--------------------|
| <b>Version</b>  | <b>Action</b>  | <b>Approval Authority</b>                          | <b>Action Date</b> |
| <i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></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 &amp; Legal – Human Resources</i> and change of policy title to reflect headings.  | Executive Director, Human Resources                | Jan 2020           |
| 6.00  | Scheduled review by CO, minor changes only, added te Reo Māori translations, change in CO to Manager Business Partnering, change in approval authority as per delegations, definitions inserted, legislation references updated. | Executive Director People, Culture and Campus Life | June 2024          |
| 6.01  | Replaced Public Sector Act hyperlink with ETA hyperlink.   | Policy Unit  | July 2024          |