Employee Information Pack

1. **Purpose**

The purpose of this pack is to provide you with information about changes that the company needs to make, and, the proposed change process.

It is important that you carefully consider and understand this information as it explains how the changes will affect you, your current position, your team and the business going forward.

After you have read through this pack, please contact [Names] to discuss any questions you may have.

1. **The Change**

As discussed at the meeting [Date], there is a clear need to change the way that [Company] does business.

As a result of consultation with you, further deliberations, and discussion by the Executive team, it has been decided that there will be the following changes:

[Outline changes to the organisational structure / department / roles including roles that will remain, roles that will no longer exist, roles that will change].

1. **How will this affect me?**

At this stage, all existing roles will remain until transition to the new structure is confirmed and implemented.

All existing employees will be considered for roles in the new structure, via a selection process. However, we will also seek expressions of interest for those wishing to take a redundancy package.

Note: the final decision regarding voluntary redundancy will be made by the company.

1. **Indicative Timeline**

|  |  |
| --- | --- |
| **Week Ended** | **Process** |
| [Date] | Restructure Briefing |
| [Date] | Expression of Interest for those wishing to take a redundancy package consideration by employees and Expression of Interest form submitted to [Name] |
| [Date] | Job Selection process information provided to employees |
| [Date] | Job Selection application form and resume to [Name] |
| [Date] | Job Selection interviews booked for week of [Date] |
| [Date] | Job Selection interviews held |
| [Date] | Job Selection outcomes advised to each employee |
| [Date] | Last day for employees not placed in the structure |
| [Date] | New structure takes effect |

1. **Your Next Steps**
2. **Employees wishing to take a Redundancy package**

If you are interested in discussing this option, please talk with [Name].

You will be required to indicate your interest in Voluntary Redundancy by:

Completing the attached Expression of Interest form and returning it to [Name].

Indicative redundancy quotes are being prepared and will be made available to you, if requested.

They are based on your entitlement to notice of redundancy and redundancy payment under [relevant Award, Enterprise Agreement, Employment Contract, National Employment Standards].

Note: the final decision regarding voluntary redundancy will be made by the company.

1. **Redeployment**

Redeployment is the transfer to another role that is currently available within the organisation and that you have the competencies to undertake.

Redeployment means that you will not be entitled to a retrenchment payment.

Your manager will discuss with you if there are any redeployment opportunities available / At this time there are no opportunities available for redeployment.

1. **Job Selection process**

This will involve completion of a short application form, your resume and participation in a structured behavioural based interview.

Please read the attached job descriptions and competencies (skills, knowledge, attributes and attitudes) required for the roles. The selection process will be based on the competencies required for the roles.

1. **Support for you during the time**

This may be an unsettling time for you. Please feel free to talk with [Names] as required.

Further self-help information is available through:

[**https://www.beyondblue.org.au/get-support/get-immediate-support**](https://www.beyondblue.org.au/get-support/get-immediate-support) **/ Company’s EAP provider**

1. **Termination by Redundancy**

If you do not have a role in the new structure, you will be advised of this outcome and the company will proceed with redundancy.

Your redundancy pay will be based on the following:

[State redundancy provisions as per relevant award, enterprise agreements, employment contract or National Employment Standards].

1. **FAQ’s**

**What happens if I am given a role in the new structure and I do not want it?**

If you are offered a comparable role and you do not wish to take it, you will need to resign. As such, no redundancy payment will be made to you.

**Doesn’t redundancy only apply when a role no longer exists?**

Redundancy can apply when an employer no longer requires the duties of the role (in part or total) to be undertaken in the way that they are currently being undertaken. The duties may not need to be undertaken or may be undertaken in a different way i.e. outsourced or in a different location.

Redundancy can arise through a change in work practices, due to financial, organisational, technological or other operational reasons.

**If I am given notice of redundancy am I entitled to take a day off for job search purposes?**

[Answer as per Modern Award, Enterprise Agreement, Employment Contract].

**If I am given a notice of redundancy, can I leave straight away?**

No**,** payment of redundancy is conditional upon you continuing to perform your duties as required until the planned exit date.

**Why is the redundancy quote indicative only?**

The quote can change over time. You will receive the full breakdown of your final payments with your last pay.

**If I am made redundant when will I receive my final pay?**

The payment will be made as soon as practicable after your employment ends, according to payroll processing dates.

**Will I be given a reference if I receive a retrenchment payment?**

(Refer to Company policy on giving a reference)

[Company] will provide you with a Certificate of Service confirming your last role and your employment dates.

**If I am retrenched, can I be re-employed by [Company] in another role?**

No, it is [Company] policy (for ATO and Fair Work reasons) that you cannot be re-employed in any capacity, within 12 months of retrenchment.

**What process will be used to decide which employees wishing to take a redundancy package will be given a redundancy package?**

People’s preferences will be considered, in conjunction with the job selection process.

[Add questions relevant to situation]

1. **EOI for Voluntary Redundancy**

|  |  |  |
| --- | --- | --- |
| **Expression of Interest for Voluntary Redundancy** | | |
| Name: |  | |
| I would like to be considered for Voluntary Redundancy | | YES / NO |
| Why would you like to take up Voluntary Redundancy? | | |
|  | | |
| Signature: |  | |
| Date: |  | |
| **Please return to [Name] by [Date]** | | |