



## REDUNDANCY POLICY ERJ 6.22.1

### PURPOSE

This policy sets out Edmund Rice Justice Aotearoa New Zealand Trust 's approach to the implementation of redundancies within the business.

### SCOPE

This policy applies to all employees of Edmund Rice Justice Aotearoa New Zealand Trust, apart from casual employees, temporary employees, apprentices, sessional employees, trainees and fixed term employees who have completed their term of employment.

### POLICY

Edmund Rice Justice Aotearoa New Zealand Trust may from time to time determine the requirement for an internal restructure (based on genuine business grounds) which may include certain positions becoming redundant.

Edmund Rice Justice Aotearoa New Zealand Trust must notify and discuss any organisational changes as required by any applicable industrial instrument or legislation.

Where a position is identified by Edmund Rice Justice Aotearoa New Zealand Trust as being surplus to business needs, Edmund Rice Justice Aotearoa New Zealand Trust will attempt to find the employee whose position is redundant an alternative position with the business. Suitable positions will be identified with reference to the skills and experience of the employees whose positions are being considered for redundancy. Employees will be given the opportunity and adequate time to consider the alternatives and to respond accordingly.

Where redeployment is not possible, an employee whose position is made redundant will receive the appropriate severance pay and other entitlements in accordance with the Employment Relations Act 2000, an industrial instrument or a contract of employment, whichever is applicable.

Redundancies may also arise as a result of a transfer of business. Where this occurs, an employee who accepts an offer that recognises their service for redundancy purposes or rejects an offer of employment with a new employer that is on terms and conditions substantially similar to and, considered on an overall basis, no less favourable than, the employee's terms and conditions of employment with Edmund Rice Justice Aotearoa New Zealand Trust, and where the new employer recognises the employee's service with Edmund Rice Justice Aotearoa New Zealand Trust, will not be entitled to redundancy pay.

## **AUTHORISATION**

Chair

2015

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 6.22	Version	1
Drafted by	James Devereaux	Approved by Board on	
Responsible person	ERJANZ Trust Board	Scheduled review date	March 2017

## REDUNDANCY PROCEDURES ERJ 6.22.1

### RESPONSIBILITIES

The **Board** is responsible for ensuring that:

- all avenues for employee redeployment are exhausted prior to seeking approval for redundancies from the Chair or for arranging for the issue of any final termination advice; and
- the authorised termination advice is issued to payroll for timely processing.

The **Chair** is responsible for ensuring that:

- all instances of redundancy follow the appropriate process, including open communication with the employees concerned;
- all documentation relating to employee entitlements upon termination of employment for redundancy is completed and issued to payroll for timely processing.

The **Board** is responsible for:

- ensuring that any decision made in relation to the retrenchment of employees is based on sound and objective operational criteria and that the positions selected for redundancy are the most appropriate; and
- providing final authorisation for any redundancies.

The **Chair** are responsible for ensuring that:

- all alternatives to redundancy, including redeployment, are fully explored within in their own departments and within Edmund Rice Justice Aotearoa New Zealand Trust generally;
- communication regarding the redundancy is delivered in an appropriate, confidential and sensitive manner; and
- all company property is accounted for at the time of termination of employment.

**Employees** are responsible for ensuring that:

- full consideration is given to any options or alternatives that are provided to them; and
- normal work is continued during the process of communication and notice period if applicable.

## **PROCESSES**

If required to do so under an industrial instrument, Edmund Rice Justice Aotearoa New Zealand Trust will consult with employees where redundancies are being considered.

Where Edmund Rice Justice Aotearoa New Zealand Trust identifies a potentially suitable alternative position in the business, Edmund Rice Justice Aotearoa New Zealand Trust will consult with the affected employee about the position.

Affected employees may also identify vacant positions within the business and may propose those to the Board as possible options for redeployment.

If an employee's employment is terminated for redundancy, Edmund Rice Justice Aotearoa New Zealand Trust will provide the employee with a statement of service and payment of all accrued but unused entitlements, including notice and (if applicable), redundancy pay.

The Board may conduct exit interviews with employees whose employment ends by reason of redundancy.

In some cases, Edmund Rice Justice Aotearoa New Zealand Trust may engage external out-placement/career consultants to provide counselling to affected employees.

## **LEGISLATION & AWARDS**

- Employment Relations Act 2000

## **AUTHORISATION**

Chair

2015

Edmund Rice Justice Aotearoa New Zealand Trust

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