



Recruitment Policy

Information Sheet: Staff transfer to another position in the University

Purpose

The purpose of this Information sheet is to provide some guidance to staff who are transferring from one position to another within the University.

Fixed-term/Continuing Positions

Q1 If I have applied for another fixed term or continuing position within the University do I need to resign from my current position?

You do not need to resign from the University. When you accept your new position you will relinquish your existing role automatically unless this has been otherwise negotiated. However, you should give your current supervisor the appropriate notice of your intention to take up another position.

Q2 Will I receive a new contract?

Yes. A new contract will be issued via AppoINT which you will need to accept in SSO.

Your new supervisor and/or the School/Branch Hiring Co-ordinator will be in contact with you to advise of when you should expect to receive your new contract.

Q3 What happens to my leave balance when I move into another position?

All conditions of employment and leave accruals will be transferred to your new position with you.

Q4 Are there any other actions I need to take when I move to another role?

You will also need to return any property belonging to your original School/Branch prior to taking up the new position (e.g. credit cards, mobile phone etc).

Q5 Will I need to go through induction again?

No inductions are required again, however it will be the responsibility of your new supervisor to ensure any local induction / training requirements are met.

Recruitment Handbook	Recruitment Policy	Effective Date:	26 April 2016	Version 1.0
Authorised by	Associate Director, Shared Services	Review Date:	26 April 2019	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Secondments

Q6 If I am taking up a temporary secondment position, what process do I follow?

All secondments will require approval by your current Supervisor. It is therefore recommended that you discuss your intention to apply with your current Supervisor to ensure their approval.

If you are successful, a [Secondment Recommendation Form](#) is to be completed and authorised by your current Supervisor, your secondment Supervisor and signed by yourself. There is no requirement to complete any other HR documentation for this transfer. The completed form is forwarded to the Human Resources Branch for processing.

Casual Positions

Q7 Does this apply to casual staff?

No. This does not apply to casuals as they are not on a permanent or fixed term contract and therefore are not transferring from one permanent position to another. (Note – Casuals are also not eligible to apply for a secondment.)

For further information

Please contact the HR Service Centre 831 31111 or email [HR Service Centre](#).

Recruitment Handbook	Recruitment Policy	Effective Date:	26 April 2016	Version 1.0
Authorised by	Associate Director, Shared Services	Review Date:	26 April 2019	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			