

Voluntary Campus Transfer Policy

26 July 2022
Version 1.0

Policy Details	
Policy Title:	Voluntary Campus Transfer Policy
Version:	1.0
Approved By:	Governing Body
Date Approved:	26 th July 2022
Effective Date:	7 September 2022
Review Date:	25 July 2025
Policy Owner:	Vice Presidents Corporate Affairs & finance

Revision History		
Previous Version No.	Summary of Amendments	Reviewed Version No.
N/A	Initial Issue	1.0

A draft of this document was supplied to the following groups and all were requested to engage in consultation concerning the draft.

Consultation History		
Name	Date	Details of consultation
TUI National Negotiation Forum	15 June 2020	Nationally agreed with TUI through the national negotiation forum for TUs. Local consultation with TUI in SETU in June 2022

Publication Details	
Where	Date
Sent by email to all staff	
Sent to all managers for further dissemination to their staff teams	
Sent to all staff unions for distribution to their members	
Placed on SETU website	
Hard copy will be available in each Faculty/Department/Function offices	
Q drive/Public/HR Policies	

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Voluntary Campus Transfer – Policy and Principles

1. PREAMBLE

Workplace health and wellbeing of employees are intrinsically important to people led organisations such as Technological Universities. Ireland's new Technological Universities are committed to promoting healthy workplaces and to working towards the best possible working environment for the wellbeing of their employees. One of the key challenges for the TUs will be the management of geographically dispersed campuses to provide the best education for its students. It is also recognised that these geographically dispersed campuses will provide opportunities for employees to seek to move location for personal, professional or other reasons. To this end, it has been agreed that the development of a policy for the voluntary transfer of employees is both welcome and necessary. While recognising the desirability of facilitating any individual member of staff's wishes relating to transferring between campuses it is accepted that the academic and business needs of the TU must be given priority, including existing industrial relations agreements.

2. SCOPE

This agreement sets out the principles for the voluntary transfer of employees from one unit/function on a base or location/place of work to another, or from one campus to a different campus in a TU.

3. OBJECTIVE

To set out the principles and policy that provide for the appropriate and equitable voluntary transfer of employees within the university.

4. POLICY AND PRINCIPLES

- i. It is management's ultimate responsibility to decide on the allocation of employees and the disposition of resources within the Technological University in the context of academic and business needs.
- ii. All procedures and decisions are to be conducted in a transparent and equitable manner. It is expected that an employee seeking a voluntary transfer will set out the reasons for the transfer in writing and these will be treated in confidence by the HR Division of the university.
- iii. Applications for transfer will be considered in a positive manner and all reasonable efforts to accommodate requests will be made.
- iv. It is not necessary that a vacancy or requirement for the skill set of the applicant in their proposed new campus/function/unit must always exist, though normally it would be the case that an applicant would move into a vacant post, where one exists following application of any industrial relations agreements. Where an application is made on humanitarian grounds and/or for urgent personal reasons, management will explore appropriate creative solutions within the constraints of academic and business requirements.
- v. Applications can be made at any time, but the timing of any transfers will be subject to academic and business needs and will require consultation with all relevant parties. Consequently, it is expected that most such transfers will occur at the beginning of an academic year.
- vi. Discussions about personal development between the employee and both the existing and future academic units may form part of the process.
- vii. Applications for transfer will remain on file and open for consideration until withdrawn by an employee.
- viii. The voluntary nature of this process will remain paramount at all times. Employees will be free to refuse any offer yet remain available for other potential transfers.
- ix. The operation of this policy shall have regard to other agreements in relation to temporary employees and the augmentation of hours.
- x. Any employee unhappy with the operation of this policy will be able to avail of the Grievance Procedure of the Technological University as is normal. This policy shall operate on a pilot basis for three years from the date of agreement and shall be reviewed on an annual basis.