Informing employee they may become a ‘registrable employee’

Template letter

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| **Consultation with employees who may become registrable - Regulation 8 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014 and Part 1 of the Commissioner’s Instruction No: 12 - Redeployment and Redundancy.*** This letter provides a sample of notification for the purposes of the regulations and Commissioner’s Instruction. Agencies may choose to follow the format of this letter and adapt it to include information relevant to their circumstances.
* Agencies should also refer to the regulations and the Commissioner’s Instruction when writing to employees.
* Confidential information for the purposes of Regulation 8(5) is not required to be disclosed in this notice.
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**[insert date]**

### PRIVATE AND CONFIDENTIAL

### [insert name and postal address]

### Dear [insert title and name]

### [insert subject title]

Further to my recent announcement, it is confirmed that proposed structural changes within the agency are to be progressed **[adapt to suit the agency’s circumstances]**.

The introduction of the new structure is likely to result in changes to a number of existing positions within the agency, including changes to roles and responsibilities and the identification of some positions that may no longer be required **[insert relevant information about the numbers of employees likely to be effected, alternatively this information may be contained in any Human Resource Plan developed]**.

This advice is to keep you informed of the changing work arrangements, and of the possibility that if your job is abolished and you are unsuccessful in being transferred to an alternative position in the new structure you may become a registrable employee under Part 2 of the Public Sector Management (Redeployment and Redundancy) Regulations 2014. This is likely to occur within **[specify the likely period]**.

Measures taken to limit the number of employees who may become registrable include the implementation of a Human Resource Plan, please find attached **[adapt to describe the circumstances relevant to the agency and any measures the agency considers would avoid the employee/s becoming registrable]**. This plan contains details of the background associated with the proposed changes, how the changes will be managed, estimated timeframes for activities associated with the implementation process, and details of support services available to employees.

The plan also provides details of processes associated with the placement of employees into the new structure and for managing employees who are unsuccessful in obtaining a position in the new structure.

Decisions about whether you will become registrable are likely to be finalised by [insert date]. Should you become registrable you will be notified in writing in accordance with Regulation 9 of the Public Sector (Redeployment and Redundancy) Regulations 2014.

In accordance with consultative provisions contained in the **[insert name of relevant agreement/award where notification of change provisions are required]** the relevant employee association has been notified of the proposed changes and provided with a copy of the Human Resource Plan **[insert name of any plan developed by the agency]**.

In accordance with regulation 8(4) you are entitled to be consulted in relation to the information relevant to the determination that you may become a registrable employee. This can occur by you making a written submission within **[insert number of days]** days of the date of this letter or you making an appointment to meet personally with **[insert details of person with whom meeting will take place]**.

Should you have any additional questions or concerns please talk to your Manager/Director or contact **[insert name of relevant human resource contact]**.

Employees may also access the services of the Employee Assistance Program **[insert name of relevant provider]**. This service provides free confidential professional counselling services to employees and partners/families (excluding financial advice). The Employee Assistance Program provider **[insert name]** can be contacted on **[insert contact details and information about any limits on the number of sessions, if relevant]**.

Yours sincerely

**[insert name of relevant Director General/Chief Executive Officer/Chief Employee]**