

# **STAFF REVIEW OF SENIOR CLINICAL CONSULTANTS IN THE CJP/ISP COHORT**

## **TRANSLATION PRINCIPLES**

### **BACKGROUND**

On 10 October 2018 FACS made the announcement about the transferring of service to the Non-Government Sector on 13 December 2018. As a part of this announcement, consultation with our employees and the relevant Unions has commenced.

The decision to transfers services includes 4 Senior Clinical Consultants to continue to provide direct care to our clients. Currently at FACS we have more Senior Clinical Consultants than required to transfer (at this stage), therefore, these translation principles will be used to assist in identifying the in scope employees to be transferred.

Employees have been provided with a copy of the Employee Information kit. It is intended that this kit will help inform employee decisions.

All ongoing Senior Clinical Consultants will be required to make a selection of either;

- Preferred to transfer to Disability Services Australia; or
- Preferred to remain as an employee of FACS;

If an employee is ongoing full-time, they will not be required to transfer to ongoing part- time. All employee remain at their substantive position, hours and grade.

Any temporary or agencies staffs (employed through a labour hire company) are not eligible for the transfer to Disability Services Australia.

If you elect to remain as an employee of FACS following the transfer of the CJP/ISP cohort, you will undertake responsibilities of your role and will be provided with meaningful work.

### **PURPOSE:**

This document sets out:

- The process by which affected Senior Clinical Consultants will transfer from pre-transfer status to post transfer status.
- The translations arrangements are only for Senior Clinical Consultants in the CJP and ISP cohort.
- The objective of translation principles is to provide transparency and to ensure minimal disruption to employees and operations, maintain equity and ensure positions are filled quickly and efficiently and advise as quickly as possible following the Staff Reviews the outcome.

## **STAFF REVIEW MEMBERS:**

- 1 x Director – CJP/ISP
- 1 x Executive Director, Disability Service
- 1 x Independent Person
- 1 x PSA Representative

The staff review members, will undertake the review of selections process for each individual and apply the following principles to the transfer to Disability Services Australia.

## **PROCESS**

### **Process for determining the filling of positions to be transferred to the Non-Government Sector**

#### **1. General:**

Positions will be filled by using the following principles in priority order:

If an employee has elected to transfer to continue to providing direct care to our Clients, they will become an in-scope transferred employee.

There are only 4 positions available to transfer.

Ideally, we would prefer employees to elect to be a part of the cohort to transfer to Disability Services Australia. However, the following principles will be applied if we receive not enough or too many preferences.

#### **1.1. MULTIPLE PREFERENCES FOR TRANSFER:**

If there are more than 4 employees electing to transfer, then the following principles will apply in the below order of the employees preference to transfer.  
Note: All other employees will be excluded from the process.

##### **a) Client care requirements**

Employees will be selected based on the individual needs of the client cohort and whether they are able to provide the required care to clients.

##### **b) Classification and suitable skills**

In cases, where employees have the same grade, then the Staff review team will consider the suitability of the employee(s) to transfer based on client care needs, scope of role and position.

##### **c) Length of service**

In cases, where individual(s) are still equal based on the above, then the then the length of service at FACS at the relevant classification and grade will apply. The employee with the longest length of service will be provided the first option to elect to be included in the transfer cohort or to remain an employee of FACS.

**Note:** This does not include your overall length of service in NSW Government Sector.

**d) Closest to new provider location**

If all is still equal (1.1 (a) to 1.1 (c)) then finally, placement will be considered, taking into account the employee who is in the closest proximity of the new provider location from their current home residence will become in scope for transfer.

## **1.2. TRANSFER NUMBERS OF 4 EMPLOYEES NOT MET:**

Upon receiving all requests from employees, and still not enough have elected to become in scope for transfer, then the following principles will apply in the above order for the review committee to make a decision regarding the employees to become in scope for transfer.

## **APPOINTMENT REVIEWS**

In instances where employees are concerned about the outcome from the appointment process, they may request that their individual appointment be reviewed.

Request for reviews of compliance and the application of transitional appointment principles are to be made in writing to the relevant Executive Director or their nominee, who will then make the necessary arrangements for resolution. This decision will be final.

EOI preferences are to be submitted to the Executive Director Disability Services mailbox [ExecutiveDirectorDisabilityServices@facs.nsw.gov.au](mailto:ExecutiveDirectorDisabilityServices@facs.nsw.gov.au) by **Thursday 25 October 2018, 10am.**