

SASS Transfer Guidelines

This guideline applies to permanent full-time and part-time school administrative and support staff (SASS) in NSW public schools, including school administration managers (SAM), school administration officers (SAO), school learning support officers (SLSO) and Aboriginal education officers (AEO).

Terms and definitions

Definitions of terms contained in this guideline.

Term	Definition
Department	the New South Wales Department of Education
Corporate Recruitment SASS	the team who oversee the recruitment process for all School Administrative Support Staff within NSW Public Schools
Employee	A person employed as a member of the School Administrative and Support Staff
SASS	permanent fulltime, part-time and temporary members of the School Administrative and Support Staff, employed under the <i>Education (School Administrative and Support Staff) Act 1987</i> , and working in a NSW Public School, including Aboriginal Education Officers, School Administrative Officers, School Administrative Managers, School Learning Support Officers, School Learning Support Officers (Vison Support), School Learning Support Officers (Hearing Support), School Learning Support Officers (Bilingual) and School Learning Support Officers (Pre-School), School Learning Support Officers (Student Health Support)
SAM	School Administration Manager
SAO	School Administration Officer
SLSO	School Learning and Support Officer
AEO	Aboriginal Education Officer
MEE	Managing Excess Employees. Refers to <i>Managing Excess School Administrative and Support Staff Policy 2012</i>
Recommendation	identified school based on number of Aboriginal students

Term	Definition
Act	The <i>Education (School Administrative and Support Staff) Act 1987</i>
Award	<i>Crown Employees (School Administrative and Support Staff) Award</i>
Guideline	Refers to <i>Transfer Guideline, School Administrative and Support Staff</i>
Partner	A person of the same or opposite sex, although not legally married to the applicant, lives in a defacto relationship with the application ie on a bona fide / genuine domestic basis.
Spouse	someone who is legally married to the applicant
Undue Hardship	significant difficulty or expense, not limited to financial difficulty but includes personal impacts that are unduly extensive, substantial, or disruptive to the applicant.
Emergency Services Department	all operational members of the following; NSW Police Force, NSW Fire and Rescue, NSW Rural Fire Service, State Emergency Services, State Emergency Services and Ambulance Service of NSW or their successors, and the Australian Defence Forces.
Nominated Transfer	an application for transfer when an employee's school is closed, amalgamated or a reduction in enrolments which has led to the employee's position to either be abolished or reduced. Nominated applications will enable Corporate Recruitment SASS to case manage the employees and locate a suitable vacancy.
Compassionate Transfer	an application for transfer for employees with exceptional and compelling circumstances requiring transfer from a school
Nominated Transfer	an application for transfer for employees affected by a reduction in FTE, a reduction in SAM level or whose position has been deleted
Resumption of Duty	the status applicable to a SASS employee who has been on leave without pay in excess of 12 months and has lost right of return to their substantive role within a school.
Service Transfer	a type of transfer SAO's, SLSO's and AEO's are able to apply for to relocate to another school or request additional hours (<i>if employee is permanent part-time</i>)
Priority Status	Priority status refers to employees with an approved nominated or compassionate transfer, refer to sections below for eligibility. This provides the individual with the highest level of priority for a vacancy listed on their application.
Case Manage	Corporate Recruitment SASS will actively manage the employee and endeavour to locate a suitable vacancy

Term	Definition
Default staffing area	a default area is the SEA (Staffing Education Area) in which a nominated / resumption employee is appointed and the adjoining SEAs around that SEA. SEA's are utilised to ensure that any vacancy within a suitable travelling distance of the previous substantive role is considered for placement to maximise the opportunity for appointment

Introduction

The Transfer Guideline (the Guideline) provides advice on the appropriate use of SASS transfer applications. This Guideline is to be read in conjunction with the *Crown Employees (School Administrative Support Staff) Award and the Non-Teaching Staff in Schools Handbook*. No SASS employee is entitled to be transferred at his or her discretion, and these Guidelines should be read in that context.

This Guideline facilitates a transparent and consistent approach to requests for transfer applications by establishing threshold criteria necessary to meet the requirements for submitting each type of transfer application.

Audience and application

This Guideline applies to:

- SASS employees covered by the *Crown Employees (School Administrative and Support Staff) Award* submitting a transfer application from their current school.
- Corporate Recruitment SASS, Work Health and Safety (WHS), and Employee Performance and Conduct (EPAC) staff providing advice to key stakeholders about eligibility for transfer.
- Principals, Directors and Executive Directors involved in the decision making and approving of applications.

Responsibilities and delegations

The Department of Education (the Department) will maintain the Guideline.

Principals, Directors and Executive Directors should use this Guideline when considering applications for transfers for SASS in NSW Public Schools.

SASS will follow this Guideline when applying for transfers.

Guideline for Nominated, Compassionate, Service and Resumption of Duty Transfers

Nominated Transfer Status

All permanent SASS classifications could have a nominated transfer status. Permanent SASS employees will receive nominated status where a SASS role they hold substantively is affected by a:

- School closure or amalgamation; or
- Reduction in student numbers

In accordance with the *Crown Employees (School Administrative and Support Staff) Award* and SASS Guidelines and Procedures, nominated transfer status is considered and managed as a priority transfer. Corporate Recruitment SASS case manages the permanent SASS employees to another permanent SASS role of the same classification and suitable FTE, within their default areas and closest to their current school.

With the exception of SAMs whose level has reduced, all SASS classifications reduced in FTE or have been in a school that has been closed or amalgamated (SAM-Level 1, SAO, SLSO, AEO) have a period of one term of case management. If no vacancy is identified within this period of time, the SASS employee will:

- if role is abolished – be declared an excess employee.
- if role is reduced – employee has the option of accepting the reduction in FTE at their substantive school or accepting a new role at another school.

SAMs who have had their level reduced will be placed on review for a period of four terms (*commencement of Term 2 to the end of Term 1*). If student numbers have not increased, the employee will be placed on review for a further one term. If after the additional term there is no suitable vacancy, the employee has the option of accepting the lower level or the employee will become an excess employee.

When a vacancy is identified, the employee is appointed to that role. If the employee does not enter on duty to the school on the prescribed day, the process of abandonment of employment will commence. Alternatively, if the employee does not accept the appointment, the employee will lose the nominated status and must resign from the department.

NOTE: an excess employee will be managed under the *Managing Excess School Administrative and Support Staff Policy*. Schools where the employee was last employed will be responsible for the cost of redundancy payments to employees (ACIP roles only).

School closure or amalgamation

Where there is a school closure or amalgamation SASS roles can be abolished, relocated or reduced. Corporate Recruitment SASS along with the Directors and Executive Directors will consult with SASS employees affected by the closure or amalgamation of a school prior to recruitment action being commenced.

Corporate Recruitment SASS will work with the principals to advise when an employee needs to submit an application for nominated status. Employees with a nominated status will be case managed by Corporate Recruitment SASS to another permanent SASS role of the same classification and equal level.

Reduction in student numbers

Where there is a reduction in student numbers, and a schools' SASS entitlement has subsequently been reduced this can affect permanent fulltime and part time SASS employee roles. An employee's FTE may be reduced or their position may be deleted.

Situations where an applicant must submit a nominated transfer application:

- If there is a reduction in FTE and the affected employee wishes to remain at their current FTE with the department
- Where an employee's role is deleted and the affected employee holds no other permanent SASS role with the department
- Permanent SAM's whose level is affected by reduced entitlement are placed on review for a period of 4 terms (*commencement of Term 2 to the end of Term 1*). Affected employees may submit an application for nominated transfer status at any time during this review period to be appointed to another school at their current level. If at the end of the 4 term review the student numbers have not increased and the employee does not wish to accept the reduced SAM level at their current school, if not already submitted, the SAM must submit a nominated transfer application. The nominated transfer will be active for a period of 1 term only (*Term 2*). Alternatively they may elect to accept the reduced level and remain at their current school.

Corporate Recruitment SASS will actively case manage SASS employees with nominated status to appoint them to the nearest suitable permanent SASS vacancy of the same classification or equal level. If a vacancy is identified, SASS employees are appointed to the role. As vacancies are subject to availability, if no vacancy is identified at the current FTE the employee may be required to accept a reduced FTE.

For employees whose position has been reduced in FTE; if the above steps have been exhausted without resulting in a new appointment, Corporate Recruitment SASS will process a new appointment for the employee at their current school for the reduced FTE.

Employees who do not hold a substantive role with the department and SAMs on review, will be managed in accordance with *Managing Excess School Administrative and Support Staff Policy* if the above steps have been exhausted and no appointment is made.

All nominated transfer applications are activated with the default staffing areas surrounding the employee's substantive school. SASS employees are able to add further schools or staffing areas to the application if they wish to do so.

NOTE: Nominated transfers cannot be withdrawn by the nominated individual as they are identified and managed centrally by Corporate Recruitment SASS. Nominated transfer employees will be appointed within the default staffing areas where required. If the employee's circumstances change, the employee must contact Corporate Recruitment SASS.

Compassionate Transfer

Compassionate transfer requests need to meet the requirements for exceptional and compelling circumstances for the grant of a transfer to be made. Applications will be considered as a matter of priority and if approved, will remain active unless the circumstances which led to the application change. If a compassionate transfer is declined and the applicant believes that the circumstances outlined are exceptional and compelling, a request can be submitted for the Manager of Corporate Recruitment to undertake a further review of the request.

NOTE: An approved application on compassionate grounds does not guarantee a transfer, as this is subject to a vacancy being available. Applications for compassionate transfers are determined on a case by case basis.

Eligibility Criteria

An application for compassionate transfer can be made where the permanent SASS employee:

- has exceptional and compelling circumstances,
- provides supporting documentation from an independent third party substantiating the claim;
- justifies both the request to move from the employee's current school and to transfer to the preferred school;
- has a situation that cannot be suitably managed locally by alternative means; and
- has no outstanding performance or conduct matters.

The principal (*and if required the Director, Executive Director*) should consult with Employee Performance and Conduct (EPAC) in regard to any outstanding performance or conduct matters.

Any transfer is subject to the employee, at the time of appointment:

- being able to fulfil the inherent requirements of the role; and
- demonstrating satisfactory performance.

Exceptional and Compelling Circumstances

Circumstances are regarded as exceptional and compelling where the current location causes undue hardship to an employee because of:

- Medical circumstances;
- Environmental circumstances;
- Serious personal circumstances; and/or
- Extraordinary circumstances as determined at the discretion of the Executive Director, Public Schools NSW.

Exceptional and compelling circumstances are beyond the control of the employee.

Medical Circumstances

Medical circumstances causing undue hardship may include:

- serious medical illness or injury; and/or
- disability affecting the employee, their partner, spouse or dependent child.

The SASS employee must provide documentation from a registered medical practitioner articulating the reasons why the employee is required to live in a particular location, or why the existing location's environmental conditions are a catalyst for a chronic medical condition and the likely duration of this need.

Environmental Circumstances

Environmental circumstances causing undue hardship may include:

- A demonstrated and documented adverse, threatening or hostile environment arising from factors such as religious, racial or sexual persecution or harassment.

The employee must provide information detailing:

- The nature of the environment concerns;
- Why there are no other suitable alternatives of addressing or alleviating the situation;
- Evidence of what actions they took to remedy the adverse environmental circumstances (prior to submitting the compassionate transfer application); and
- The outcome of that remedial action.

Serious Personal Circumstances

Serious personal circumstances causing undue hardship are where an employee whose spouse or partner is:

- forcibly transferred to another location within the emergency services, for example;
 - Police Service
 - Army
 - Navy
 - NSW Fire Brigades
 - Rural Bush Fire Brigades

This results in a SASS employee residing separately from their spouse or partner due to geographical distances required for travel.

NOTE: the above circumstances do not guarantee a transfer on compassionate grounds will be granted.

Extraordinary circumstances

If there are extraordinary circumstances outside those categories already listed above, the Executive Director, Public Schools NSW, Director, Recruitment and Employment and Manager, Corporate Recruitment SASS has discretion to consider whether those circumstances are sufficient to warrant granting an application for transfer on compassionate grounds.

Preferred locations

Exceptional and compelling circumstances need to justify both the request to move from the employee's current school and to transfer to a school in the preferred locations.

Circumstances not considered

Circumstances that are generally not considered exceptional or compelling include:

- Unsubstantiated medical applications;
- Issues associated with commercial or business interests;
- Separation from spouse, partner or family without additional hardship grounds;
- Personal relationship breakdown;
- Voluntary or self-initiated residential relocation;
- Distance of travel to and from current school;
- Financial difficulties due to travel from place of residence and associated issues; or
- Previous compassionate transfer cases.

Resumption of Duty

SAMs, SAOs, SLSOs and AEOs on leave without pay who have lost right of return to their substantive role and want to return to a role within the department, are required to submit a resumption of duty application.

SASS employees on approved leave without pay have a right of return to their substantive role for a period of 12 months. After 12 months of continuous leave without pay, in accordance with the *Crown Employees, (School Administrative and Support Staff) Award*, employees lose right of return to their substantive role, but hold right of return to the nearest suitable vacancy to their previous school.

All applications will be managed in accordance with the Crown Employees (*School Administrative and Support Staff) Award* and SASS Guidelines and Procedures. Corporate Recruitment SASS will manage the resumption of duty list and appoint employees into possible suitable vacancies.

Note: There is no timeframe or guarantee of a placement into an alternate position following a resumption of duty being activated for employees, as it is vacancy driven.

Eligibility Criteria

An application for resumption of duty can be made when:

- an employee is a permanent employee; and
- an employee loses right of return to their substantive role after 12 months of continuous leave without pay.

Resumption of Duty applications must be submitted 4 months prior to the end of the employees leave without pay. School Support Staff Recruitment will case manage the resumption of duty up to the end of the employees approved leave without pay.

Resumption of Duty applications will only remain active for four months School Support Staff Recruitment will actively case manage the resumption of duty applications and appoint employees into the closest suitable vacancy to their previous school.

When a vacancy is identified, the employee is appointed to that role and must enter on duty on the agreed date. If the employee does not enter on duty to the school on the agreed day, the process of abandonment of employment will commence. Alternatively, if the employee does not accept the appointment, the employee will lose the resumption of duty status and must resign from the department.

Application process

If an employee meets all eligibility requirements as detailed in Section 4, they may

- Submit an online application to their principal for review
- Attach all supporting documentation (only for compassionate transfer applications)

Supporting Documentation

In Section 4, 4.2 Compassionate Transfer application employees must submit relevant supporting documentation with their application.

Supporting documentation can include:

- evidence from medical practitioners ie medical reports, certificates, or letters;
- letters from courts;
- evidence of bona fide domestic relationship eg marriage certificate or statutory declaration;
- letters from emergency services department confirming the forced transfer;
- Police reports;
- letters from allied health professionals, eg counsellor psychologist; and/or
- evidence of attempts made to relocate using alternate means ie job applications.

The department reserves the right for an appropriate representative to contact parties relevant to the supporting documentation, with the approval of the employee.

Determining application outcomes

Principals will:

- Confer with School Support Staff Recruitment regarding eligibility requirements and application process

School Support Staff Recruitment will:

- Consider each case and supporting evidence on its merits to determine if eligibility requirements and thresholds are met;
- Confer with WHS regarding any outstanding matters that may impact an employee's ability to fulfil the inherent requirements of the role (Note: for non-work related matters. WHS matters do not result in an approval for compassionate transfer);
- Confer with EPAC regarding any outstanding performance or misconduct matters relevant to applications;
- Confer with:
 - the Executive Director, School Performance;
 - Director, School Recruitment and Placement;
 - Manager, School Support Staff Recruitment;
- Formulate recommendations and if required, converse with the above individuals;
- Communicate outcome decisions to employees.

Information provided to support an application will be treated with the strictest confidence and will not be disclosed to parties outside those involved in advising on, administering or authorising the transfer process.

Managing decision outcomes

If an application for nominated transfer, service transfer or resumption of duty is declined, the employee will be notified by an email advising that there are comments to review on their application in Employee Self Service.

If an application for compassionate transfer is declined the employee will be notified by email to review comments in Employee Self Service. The employee may seek advice about their options; including:

- applying for roles on merit;
- taking leave and working in a temporary / casual capacity in the preferred area;
- applying for other transfer types;
- accessing Family and Community Services (FACS)/Carers leave.

If an application is approved, School Support Staff Recruitment will manage the application in accordance with this Guideline.

Lapsing or change in circumstances

Nominated transfer applications are case managed by School Support Staff Recruitment As nominated transfer applications are activated based on school closures, amalgamations or reduction in student enrolments, applications are active for one term only (including Level 1 SAM's). If circumstances change within this period of time, School Support Staff Recruitment will notify and discuss with the employee.

Note: SAM roles (Levels 2, 3, 4) - if there is a reduction in enrolments, the role will go on review for 4 terms. At any time throughout this review period, employees are able submit an application for nominated status and Corporate Recruitment SASS will actively search for vacancies. At the end of the review period if enrolments do not increase, the SAM may elect to accept the reduced level or if they have not already done so submit a nominated application, which will remain active for one term only. Corporate Recruitment SASS will actively case manage these applications and attempt to locate a suing application.

Resumption of Duty applications are cased managed by Corporate Recruitment SASS. Applications are active for a period of four months. If there is a change in circumstances, the employee will be notified by Corporate Recruitment SASS.

Compassionate transfer applications remain active unless the circumstances which led to the application change, or are withdrawn by the employee. If the circumstances for a compassionate transfer cease, an alternate transfer as prescribed in Section 4 may be initiated. If circumstances change, employees must submit further documentation for review. Employees will be notified of any change to their compassionate application status by Corporate Recruitment SASS.

If there is a change in circumstances, an employee has the opportunity of adding additional schools or staffing areas to their transfer application through Employee Self Service. Employees are unable to remove default staffing areas on resumption of duty and nominated transfer applications.

NOTE: Refer to Appendix C for *Applying for a Transfer* through the Department's employee self-service.

Filling a vacancy with a Transfer application

When a school declares a vacancy through OMSEE, School Support Staff Recruitment will receive the request for review. The first step to filling a vacancy is for the vacancy to be matched to capture all types of transfers and determine eligibility.

- Priority matches
- Long term temporary
- Other transfers
- "e" list

School Support Staff Recruitment will determine if it is a targeted role (REC55). If it is a targeted role, the vacancy is forwarded to the Aboriginal Employment Unit with all match information in order of priority.

The Aboriginal Employment Unit (AEU) will make a determination on whether the role is suitable. If the role is suitable, AEU will discuss further with the principal to determine if the role is able to be filled with an Aboriginal identified employee. AEU will manage the end to end process of the vacancy.

If the role is not suitable, the role is released back to Corporate Recruitment SASS to continue with filling the vacancy via the end to end recruitment process.

Review of Transfer Applications

Step 1 - Priority Match

Priority matches are case managed by School Support Staff Recruitment and are reviewed prior to any other transfers. If there is a priority match, School Support Staff Recruitment will discuss this with the Principal. If there are no priority matches, School Support Staff Recruitment will move to Step 2.

Step 2 – Long Term Temporary

Principals will declare if there is a LTT employee acting in the role when declaring their vacancy through OMSEE. If the principal advised there is a LTT employee, Corporate Recruitment SASS will check eligibility of the employee before filling the role with this employee. The principal will be notified of the outcome by Corporate Recruitment SASS. If there is no LTT, Corporate Recruitment SASS will move to Step 3 on the match.

Step 3 – Other Transfers

If there is no LTT, Corporate Recruitment SASS will consider "other transfers", which includes service and resumption of duty. Employees who appear on the "other transfers" match will be forwarded an email advising them of details of the vacancy. If the employee is interested in the vacancy, they must express their interest in the role within 48 hours. Corporate Recruitment SASS will review the responses and select the most senior employee that has expressed interest in the role. (Note: Seniority is based on total length of service in a SASS classification minus LWOP or UNA)

Step 4 – Eligibility List

Principals will inform Corporate Recruitment SASS if they wish to activate an eligibility list when declaring their vacancy through OMSEE. The Principal is only able to recommend an employee from this list if it is for the same role as the vacancy and it is within 12 months from the original recruitment outcome.

If there are no other transfers being considered, SASS Corporate Recruitment will review the eligibility list to determine if the employee is eligible for the role. Corporate Recruitment SASS will contact the Principal and advise of the outcome. If there is no eligibility list or the recommended employee is not eligible, Corporate Recruitment SASS will move to Step 5.

Step 5 – Open Advertisement

Corporate Recruitment SASS will discuss with the principal if the vacancy is approved to go to internal or open advertisement (Refer to the Merit Selection Procedure for further information)

Aboriginal Education Officers

AEO vacancies are managed by the Aboriginal Employment Unit and will follow the process as outlined in this document. AEO's will be contacted by the Aboriginal Employment Unit when being considered for a vacant AEO role. AEO's being considered for a particular vacant AEO role will be required to be interviewed by a selection panel to confirm their suitability for the role in relation to meeting the needs of the local Aboriginal community and school community.

Monitoring, evaluation and reporting requirements

All transfers are monitored and evaluated in accordance with the *Crown Employees (School Administrative and Support Staff) Award* and this Guideline.

More information

For further information on this Guideline, please contact the Manager, School Support Staff Recruitment.

Appendix

Appendix A - Transfer matrix

- [Transfer matrix \(PDF 119.91KB\)](#)

Appendix B - End-to-end recruitment

- [End-to-end recruitment diagram \(PDF 182.11KB\)](#)

Appendix C - Applying for a Transfer

Online applications for transfer are available to permanent fulltime and part time SASS employees. The following transfer applications must be submitted through the Department's employee self-service (ESS) website:

- Nominated Transfer
- Compassionate Transfer
- Resumption of Duty

After logging in, select My Details and then My Transfers options. In My Transfers, a current transfer application can be amended or a new transfer application created.

Once the initial details of the application are saved, the SASS employee must select the staffing area/s or school/s to which he or she is seeking to transfer in preference order.

Employees are responsible for their application and ensuring that all information is complete and correct. Any statement found to be false or misleading may result in rejection of the application. If a statement is found to be false or misleading and the employee has been appointed to a new role, the appointment may be rescinded.

Applications can be made, or varied, online at any time. Employees are responsible for ensuring that information on their application for transfer is updated online if details change.

Prior to submitting an application for transfer, SASS employees must ensure that they are eligible to submit an application for transfer. Information on eligibility can be found in this Transfer Guideline.

Ensuring Quality in SASS Transfers

- The employee's currently principal is responsible for verifying information provided by the employee on the application form. This includes verification of eligibility requirements where applicable.
- Employees nominated for transfer and employees applying for other transfers will be certified by their current principal, or Director, Educational Learning , to validate satisfactory performance in the role held in that school.
- In certifying that the employee has satisfactory performance, the principal will use their knowledge from the Performance and Development Plan (PDP) in making this determination. The principal will endorse the application if the PDP has indicated satisfactory performance and there have been no performance issues raised since that time.

Appendix D - Useful links

- School Administrative and Support Staff Procedure
- [Crown Employees \(School Administrative and Support Staff\) Award](#)
- Managing Excess School Administrative and Support Staff Policy 2012
- [School Administrative and Support Staff site](#)

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This information is current as at "18/3/2024 12:00:41 pm", Australian Eastern Time. For the most up-to-date information, go to <https://education.nsw.gov.au/inside-the-department/human-resources/recruitment/non-teaching-staff-in-schools/transfers/sass-transfer-guidelines>

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