



# Procedure

## Relocation of classified teachers (school leaders and heads of program) procedure

Version: 3.6 | Version effective: 01/05/2024

### Audience

All states schools

### Purpose

This procedure outlines how a classified teacher (school leaders and heads of program) nominates their interest to relocate.

### Overview

Relocation is the term used to reflect the transfer at level of classified teachers. Whilst the department provides opportunities for relocation, it advocates that there needs to be an appropriate balance for each school location between vacant positions filled by relocation versus vacant positions filled by merit. Every effort will be made to relocate classified teachers into vacancies that match their particular skills and abilities within that context.

The Director-General or delegated nominee reserves the right, under the provisions of the [Public Sector Act 2022 \(Qld\)](#), to authorise any appointment by relocation or placement (where required).

### Responsibilities

#### Classified teachers

- Ensure eligibility criteria have been met prior to applying for relocation.
- Discuss relocation preferences/issues with relevant supervisor.
- Provide all relevant documentation as requested or, if circumstances or preferences change, provide updated information.
- Ensure have nominated minimum of three geographic areas.
- Provide additional documentation when requested.
- Participate in the relocation process, including responding to all invitations to participate in suitability assessment process.

## Principal / Assistant Regional Director / Regional Director

- Discuss relocation preferences/issues with applicant.
- Endorse applications for relocation.
- Endorse Verification sheet to confirm knowledge, skills and suitability for any position that is different from the employee's substantive position.
- Consider human rights when making a decision to endorse or decline to endorse an application for relocation or verification sheet.

## Regional Human Resources Branch

- Respond to enquiries regarding relocation.

## Applicant Review Panel (ARP)

- Make recommendations on eligibility for consideration for role types other than the employee's substantive position.
- Make recommendations on category of application.
- Consider human rights when making recommendations about eligibility or category of application.

## Mobility, Recruitment and Employment Review Unit, Human Resources

- Process applications.
- Refer applications to ARP where relevant.
- Maintain records for application.
- Inform applicant of ARP recommendation.

## Process

This process should be read in conjunction with the [Relocation process flowchart](#).

### 1. Discuss relocation preferences and apply for relocation

Principals should discuss preferences/issues with their regional director (RD) and/or assistant regional director (ARD) and can seek assistance from their relevant human resource team contact in region.

All other classified teachers should discuss preferences/issues with their principal in the first instance and can seek assistance from their relevant human resource team contact in region.

Classified teacher to provide completed [Relocation application form](#) to supervisor (RD/ARD/Principal) for endorsement with a copy emailed to the HR Branch. Completed application should include nominated [geographic areas](#) (DoE employees only) and relevant supporting documentation.

Applications can be submitted at any time and will continue to be considered until the employee withdraws their application, receives relocation or the department deactivates the application. The application may be deactivated by the department where the employee does not provide a copy of their current CV when requested or declines

three times in a twelve month period to participate in suitability process for a vacancy in any one of their listed geographic areas.

## 2. Endorsement of application

The supervisor (RD/ARD/Principal) endorses the application (ensuring that the officer meets the below eligibility criteria) and emails the approved application to [recruitmentteaching@qed.qld.gov.au](mailto:recruitmentteaching@qed.qld.gov.au).

Eligibility to apply for relocation is based on one of the following criteria being met:

1. six years' service in a school with a transfer rating level of 1, in the same role; or
2. four years' service in a school with a transfer rating level of 2 or 3, in the same role; or
3. three years' service in a school with a transfer rating level of 4 or 5, in the same role
4. two years' service in a school with a transfer rating level of 6 or 7, in the same role
5. two years' service in any school in the same role, where the requested relocation is to a transfer rating 4 to 7 school
6. displacement as a result of a school's loss of entitlement to a position.

The service period for criteria (1) to (6) must be in a single school location.

Relocations for eligible classified teachers are effected in priority order as follows:

- over entitled officers (e.g. loss of position, officer not appointed to re-banded role or position downgraded)
- unattached officers within their substantive region
- compassionate requests (exceptional hardship (EH))
- all other requested relocations (including compassionate for pressing personal circumstances (PPC)).

An eligible classified teacher may be recommended for relocation to any school within their nominated geographic preferences. An extensive list of location preferences will enhance an officer's prospects for relocation, with the requirements that the employee nominates at least three geographic areas and by doing so understands the participation expectation and impact on their application status should they decline to participate in suitability assessment processes.

An officer will not be relocated outside their current geographic area if:

- an unsatisfactory work performance process is in progress / a case is before the Board of Review (unless the relocation will provide opportunities for professional development)
- a formal investigation is in progress
- disciplinary action is in progress
- the officer is on extended sick leave.

## 3. Processing of application

Mobility, Recruitment and Employment Review Unit, Human Resources will:

- acknowledge receipt of application within 14 days

- check details and confirm eligibility (using the eligibility criteria detailed in step 2), including inclusion of at least three geographic areas
- obtain additional information from employee where required
- refer the application to the ARP should the classified teacher be applying for relocation:
  - to a role which is different to their substantive role
  - for compassionate reasons
  - cross sector (continue to step 4).
- record application in HR system
- prepare documentation for ARP meeting
- accept amendments or withdrawals of applications

#### 4. ARP considers relocation applications

ARP considers and makes recommendations for:

- cross sector requests.
- requests to other role types.
- compassionate requests (determines category of EH or PPC).

Mobility, Recruitment and Employment Review Unit advises employee about ARP recommendations.

#### 5. Commence recruitment process

The classified teacher is now on the relocation list and can be considered for positions which become available, referring to the [Recruitment of classified teacher positions \(school leaders and heads of program\)](#).

### Definitions

Term	Definition
<b>Applicant Review Panel (ARP)</b>	The ARP consists of Director, Mobility, Recruitment and Employment Review Unit, Principal Association nominee from each sector and nominees from the Queensland Teachers' Union.
<b>Placement</b>	A process through which the Director-General or nominee appoints an employee to a position outside of the relocation and recruitment processes.
<b>Relocation</b>	Movement of a classified teacher to another role following submission of a relocation application.
<b>Classified teacher</b>	A teacher whose substantive position aligns to Stream 2 or Stream 3 of the <a href="#">Teaching in State Education Award – State 2016 (Qld)</a> and is employed under this Award.

Term	Definition
<b>Compassionate (EH)</b>	<p>Teachers may apply for a compassionate transfer because of exceptional hardship in respect to themselves or a member of their immediate family. Exceptional hardship includes:</p> <ul style="list-style-type: none"> <li>serious medical circumstances and/or disabilities of a teacher and/or a member of their immediate family</li> <li>demonstrated hostile environment arising from factors such as potential religious, racial or sexual persecution or harassment.</li> </ul> <p>Supporting specialist medical evidence is essential for requests on exceptional hardship grounds and medical evidence from a general medical practitioner is not considered sufficient. Examples of relevant supporting documentation include written specialist evidence regarding a medical condition that requires a teacher to live in a particular location or documented specialist medical evidence that the existing location's environmental conditions are a catalyst for a chronic medical condition.</p> <p>Transfer expenses are not provided to a transfer applicant in these circumstances.</p>
<b>Compassionate (PPC)</b>	<p>Teachers may apply for a compassionate transfer because of pressing personal circumstances, including:</p> <ul style="list-style-type: none"> <li>separation from partner</li> <li>lengthy travel arrangements arising from a departmental transfer over an extended period</li> <li>medical conditions that do not meet the definition of exceptional hardship</li> <li>partner's relocation for employment purposes.</li> </ul> <p>Transfer expenses will only be granted if the teacher has completed the minimum service period required at their current base location prior to transferring.</p>

## Legislation

- [Public Sector Act 2022 \(Qld\)](#)
- [Transfer and Appointment Expenses \(Directive 11/11\)](#)
- [Teaching in State Education Award – State 2016 \(Qld\)](#)
- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Human Rights Act 2019 \(Qld\)](#)

## Delegations/Authorisations

- [HR Delegations Manual](#) (DoE employees only)

## Policies and procedures in this group

- [Recruitment and selection policy](#)
- [Criminal history check procedure](#)
- [Employee separation procedure](#)
- [Recruitment and selection procedure](#)
- [Recruitment of classified teacher positions \(school leaders and heads of program\) procedure](#)
- [Relinquish from position procedure](#)
- [Transfer at level procedure](#)
- [Unattach from position procedure](#)
- [Workplace reform permanency procedure](#)

## Supporting information for this procedure

- [Relocation application form](#)
- [Relocation process flowchart](#)
- [Verification sheet](#)

## Other resources

- [Geographic areas](#) (DoE employees only)
- [Relocation entitlements](#) (DoE employees only)

## Contact

For enquiries regarding this process please contact your [Regional HR team](#) (DoE employees only).

Should you require any further assistance with this process, please forward your enquiry to the Mobility, Recruitment and Employment Review Unit (HR Branch).

Email: [recruitmentteaching.humanres@qed.qld.gov.au](mailto:recruitmentteaching.humanres@qed.qld.gov.au)

## Review date

22/06/2020

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

2.0 Relocation of School Leaders and Heads of Program

3.0 Relocation of classified teachers (school leaders and heads of program)

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