

Ngā Hātepe | Kaimahi Internal Transfer Procedure

Mō wai me te whānuitanga | Audience and scope

This procedure applies to employees of Te Pūkenga including those on permanent and fixed term agreements (collectively referred to as kaimahi in this procedure)

For the avoidance of doubt this procedure does not apply to internal kaimahi secondment arrangements.

Mokamoka whakaaetanga | Approval details

Version number	1	Issue date	February 2023
Approval authority	Chief People Officer	Date of approval	
Procedure sponsor (has authority to make minor amendments)	TBC	Procedure owner	Chief People Officer
Contact person	TBC	Date of next review	February 2024

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1.0		Joy Whiteman	New process
		PCW Leads	

Ngā Ihirangi | Table of Contents

Ngā whakatikatika Amendment history.....	1
Pūtake Purpose	3
Ngā Mātāpono Principles	3
Ngā Hātepe Procedure	3
Ngā Haepapa Responsibilities	5
Ngā Tikanga Definitions.....	5
Ngā Hononga ki Tuhinga kē Links to Other Documents.....	6

Ngā Hātepe | Kaimahi Internal Transfer Procedure

Pūtake | Purpose

The purpose of this procedure is to set out the principles and process to be followed when transferring kaimahi between business divisions within Te Pūkenga.

It applies to situations where kaimahi employed in a position in one business division accept a position within another business division.

Ngā Mātāpono | Principles

- 2.1 Te Pūkenga is one employer with multiple business divisions. As such, kaimahi will be recognised as having continuous service with Te Pūkenga if they move from one business division to another, without a break in service.
- 2.2 Te Pūkenga recognises that it is in a time of transition, and that terms and conditions vary between business divisions. To apply consistency as much as is possible, kaimahi will be offered positions on the terms and conditions of the employing business division.

Ngā Hātepe | Procedure

Recruitment and appointment

- 4.1 Te Pūkenga will recruit positions (internally and / or externally) in accordance with its recruitment policy and procedures.
- 4.2 In most cases, a need for kaimahi internal transfer will arise where the kaimahi has been offered a position following a recruitment process.
- 4.3 The employing business division will offer kaimahi the new position on the terms and conditions of the employing business division, CEA, or IEA, whichever is applicable.
- 4.4 These terms and conditions may vary from those applicable for the position in the current business division. It is important for kaimahi to fully understand what is being offered.
- 4.5 One of the following scenarios will typically apply to the offer:
 - a) If the kaimahi is a union member and the position is covered by the same Collective Employment Agreement (CEA), the kaimahi will continue to be covered by the CEA unless they actively choose to transfer union membership or move to an IEA. (Note: Where the CEA includes business division schedules, the kaimahi will move to the appropriate schedule).
 - b) If the kaimahi is not a union member and the position is covered by a CEA, the kaimahi will be offered the employing business division IEA and advised of the applicable CEA and their right to join the union.
 - c) If the position is not covered by a CEA, the kaimahi will be offered the appropriate IEA irrespective of union membership.

- 4.6 The 30-day rule will not apply as the kaimahi is not a new employee.
- 4.7 Once the offer is accepted, PCW will advise the 'current business division' PCW of this and in consultation with the hiring and current managers, agree on the date of transfer. Where agreement is unable to be reached the contractual notice period shall apply.

Continuous service

- 4.8 When an internal transfer occurs, continuous service will apply, this means:
- The kaimahi is 'transferring' to a new position within Te Pūkenga and is not resigning and starting a new job.
 - Kaimahi will retain their current commencement start date as it applies to service-related benefits (e.g. redundancy provisions)
 - Leave entitlements, where they are within the terms and conditions of the agreement offered with the employing business division, will transfer with the kaimahi.
- 4.9 Where kaimahi have current entitlements that are not part of the terms and conditions of the offer from the employing business division, these will not transfer and will be forfeited.
- 4.10 Where current leave balances are in excess of the terms and conditions of the offer from the employing business division (e.g. sick leave), the balance will transfer and as leave is taken, reduce until it is within the new terms and conditions.

Transfer information

- 4.11 The 'current business division' PCW will provide the 'employing business division' PCW with the following information:
- Kaimahi annual leave balance (days) and sick leave balance (days) as at their last day of employment with the current business division
 - Kaimahi commencement date with the 'current business division' for service-based entitlements
 - Whether the kaimahi is a union member, or not. If so, confirmation of whether they are currently covered by a CEA, and which one.
 - Any other leave or entitlement balances (e.g. long service leave, professional development leave, discretionary leave) where the employing Business Division employment agreement offers the same entitlements, in this case these balances will also be transferred.
- 4.12 The current business division will 'terminate' the kaimahi from their payroll on the kaimahi last day of work with the reason being 'internal transfer'.
- 4.13 There will be no 'final pay' as balances will transfer to the payroll of the employing business division. If kaimahi are taking annual leave before they commence with the 'employing business division' this will be applied for in the normal way with the 'current business division'.

4.14 Following transfer the ‘current business division’ PCW will courier the kaimahi personal file to the ‘employing business division’ PCW. Where there are electronic files, these will be downloaded and sent to the employing business division via a secure means.

Union membership

4.15 Where the kaimahi is a union member they should advise their union that they are transferring to another business division and authorise the ‘employing business division’ to deduct union fees from their fortnightly pay in the normal way.

Ngā Haepapa | Responsibilities

Role	Responsibilities
Kaimahi	Keep your manager and the People, Culture and Wellbeing team informed about any potential transfer situation so that this procedure may be applied
Hiring Manager	Follow this procedure, liaise with People, Culture and Wellbeing for assistance and support
People, Culture and Wellbeing (PCW)	Apply this procedure to facilitate the effective transfer of internal kaimahi.

Ngā Tikanga | Definitions

Term	Means
Business Divisions	<p>The previous ITP and ITO subsidiaries as below:</p> <ul style="list-style-type: none"> • Ara Institute of Canterbury • Building and Construction Industry Training Organisation (BCITO) He Hunga Hanga Mātou • Careerforce Te toi Pūkenga • Competenz • Connexis • Earnlearn • Eastern Institute of Technology Te Whare Takiura o Kahungunu • HITO • Manukau Institute of Technology (MIT) Te Whare Takiura o Manakau • MITO • Nelson Marlborough Institute of Technology (NMIT) Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui • NorthTec Tai Tokerau Wānanga • Open Polytechnic (OPNZ) Kuratini Tuwhera • Otago Polytechnic Te Kura Matatini ki Otago • PrimaryITO • ServiceIQ • Southern Institute of Technology (SIT) Te Whare Wananga O Murihiku

	<ul style="list-style-type: none"> • Tai Poutini Polytechnic • Te Pūkenga – New Zealand Institute of Skills and Technology (head office) • Toi Ohomai Institute of Technology • Unitec Institute of Technology Te Whare Wānanga o Wairaka • Universal College of Learning (UCOL) Te Pae Mātauranga Ki Te Ao • Waikato Institute of Technology Te Kuratini o Waikato • WelTec and Whitireia • Western Institute of Technology at Taranaki Te Kura Matatini o Taranaki
Current business division	The business division where kaimahi are transferring from
Employing business division	The business division where kaimahi are transferring to
Transfer	The process of moving from one business division to another retaining continuous service as a Te Pūkenga employee

Ngā Hononga ki Tuhinga kē | [Links to Other Documents](#)

Ngā Kaupapa-Here e Hāngai ana Related policies Recruitment Policy Remuneration Policy
Ngā Tukanga me ngā Hātepe Processes, procedures Recruitment procedures Remuneration procedures
Ture whai take Relevant legislation Employment Relations Act 2000