## Supporting affected employees

Affected employees are to be treated with empathy and respect throughout the redeployment process, and be provided with meaningful duties. A Case Manager is appointed by their agency to guide them through the redeployment process.

In addition, and where applicable, these employees are to be offered:

* Access to Employee Assistance Program (EAP) counselling;
* Access to financial counselling;
* Access to career advice and training in applying for new positions; and/or
* Training and development in areas which will assist them undertake positions as they become vacant.

The reasonable cost of these support services are to be met by the employee’s agency.

Training and development

Employees who are being considered for redeployment are to be provided with reasonable degree of training and development to acquire additional skills and capabilities and enhance their prospects having their duties varied within the agency, or transferred across the Service.

This training and development should be based on any identified areas for skill development through the employee’s Performance Management and Development (PMD) process or by the Case Manager as part of the redeployment considerations and the common skills/knowledge required of the vacancies within and across agencies.

In conjunction with agencies, The State Service Management Office (SSMO) will establish a schedule of support services to assist employees and these include but are not limited to:

* career planning;
* skills audit;
* job search including job seeker training;
* counselling (EAP);
* family support initiatives e.g. child care;
* financial planning and advice;
* superannuation; and
* taxation advice.

Employees may utilise the support services identified by the agency or SSMO or may choose a provider/s of their own choice having regard to:

* the reasonableness of the costs;
* the likelihood of transfer or alternative career;
* whether the employee is eligible for retirement (preservation age); and
* the stage in the redeployment process.