



Document Title: Redeployment Policy

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Policy Owner: Human Resources

Approval Process:

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1.0 POLICY STATEMENT

- 1.1. The University is committed to retaining the skills, abilities and experience of its employees and will take all reasonable steps to provide opportunities for redeployment where an employee is unable to continue in their current post as outlined in section 2.2.
- 1.2 This policy aims to ensure that matters of redeployment are administered in a fair, consistent and timely manner.

2.0 SCOPE

- 2.1 This policy applies to employees who have at least 1 years' continuous service and where the need for redeployment to an alternative role arises. In exceptional circumstances, the University may elect to apply this policy to an employee who does not meet this qualifying period, for example, where the redeployment of a disabled employee with less than 1 years service would be a reasonable adjustment for the purposes of the Equality Act 2010.
- 2.2 The need for redeployment will most commonly arise where the employee is at risk of redundancy and/or has been affected by organisational change. The process set out in this policy refers to those employees.
- 2.3 The University accepts that there may be other situations in which the need for redeployment arises such as:
 - health reasons
 - recommendation of a hearing in relation to capability, grievance or disciplinary
 - request by an employee
 - ending of a fixed term contract (not redundancy related)

In these circumstances, each case will be considered on its own merits by the Director of HR (or Deputy) and if it is deemed appropriate that the employee should be considered for redeployment, the process outlined below (or parts of it) will be followed (excluding any provisions of this policy that expressly do not apply in these circumstances)

3.0 RESPONSIBILITIES

- 3.1 To ensure appropriate application of this policy, the following responsibilities have been identified:
 - 3.1 Head of Department/Senior Manager
 - Identify appropriate opportunities to assimilate employees to alternative posts within the department.
 - Support the employee through the redeployment process

- Work with Human Resources to support the employee to seek suitable alternative employment by offering support on CV writing, application form completion, and interview skills.
- Provide supporting references where applicable

3.2 Human Resources

- Maintain a Redeployment Register of employees seeking redeployment
- Assist employees at risk to complete a skills audit
- Provide vacancy updates to all redeployees on the Redeployment Register
- Advise recruiting managers on the redeployment process
- Advise recruiting managers on person specifications to ensure that they are reflective of the job requirements and that any essential criteria is justified
- Advise on making reasonable adjustments to role criteria and the provision of reasonable support and training to facilitate redeployment.
- Provide guidance or signposting in writing a CV or improving interview skills.
- Maintain appropriate records on redeployment for monitoring purposes
- The University may also offer assistance to employees to find alternative external employment and may give consideration to the use of third party outplacement consultants.

3.3 Recruiting Managers

- Acknowledge a collective responsibility for University employees by positively considering employees in need of redeployment.
- Assess candidates against the essential requirements for the post as detailed in the job description and person specification.
- Consider at the shortlisting and interview stage whether there is any reasonable training that may help the employee undertake the role
- Provide constructive feedback where an application is unsuccessful.

3.4 Employees

- Access potential redeployment opportunities advertised internally
- Complete a skills audit form
- Clearly demonstrate how they meet the essential criteria or how they could meet the essential criteria with reasonable training and support
- Apply for suitable redeployment opportunities within the University.
- Consider reasonable changes to their working arrangements.
- Consider any reasonable offers of alternative employment within the University.
- Update their CV and register a copy with Human Resources.

4.0 REDEPLOYMENT PROCESS

4.1 Suitable Alternative Employment

4.1.1 Where employees are at risk of redundancy due to a restructuring or closure, in the first instance, consideration will be given to slotting/matching or assimilating those at risk employees to a suitable alternative post in the new structure, as per the restructuring guidelines.

4.1.2 Where it has not been possible to find suitable alternative employment, those employees still at risk will remain on the redeployment register, unless they request otherwise.

4.1.3 Employees at risk of redundancy not connected with an organisational restructuring will be invited to join the redeployment register.

4.2 Consideration for Alternative roles

4.2.1 Employees at risk will be asked to complete a skills audit outlining their skills, experience and qualifications. This will be maintained by Human Resources Department.

4.2.2 Human Resources will notify employees on the redeployment register of all vacancies being advertised.

4.2.3 If a post is deemed potentially suitable for employees on the redeployment register (see appendix 1 for the redeployment process), it will initially be advertised only to those employees on the redeployment register for a period of 5 days. If no redeployment application is forthcoming within that period, then the vacancy will be opened to wider advertisement.

4.2.4 Redeployees applying for a position do not necessarily have to meet all of the essential criteria. However, they should meet the majority of the criteria and demonstrate via their application form how they could meet other criteria required for the role.

4.2.4 Recruitment managers will be notified of any redeployees and should seek advice from HR on relaxing criteria for redeployees.

4.2.5 If a redeployee satisfies the panel that they are suitable for the role (which may include access to any appropriate training and support) they will be offered the position.

4.2.6 Where the interviewing panel does not feel the employee(s) meets the requirements for shortlisting or is found to be unsuitable following the interview process, feedback will be provided.

4.2.7 The University may depart from this process where it considers it appropriate to do so, having regard in particular to the nature and grade of the vacancy to be filled. If there is a need to deviate from the process

this should be discussed in the first instance with the HR Partner (substantial deviations should be discussed with the HR Director or Deputy) and with the recognised trades unions to ensure that all of the issues have been duly considered.

4.3 Special Provisions

4.3.1 Employees whose posts are deemed to be at risk of redundancy whilst they are on maternity leave are subject to additional statutory protection and may be given priority over other redeployees in relation to suitable alternative employment. Further details of this statutory protection are available from Human Resources.

4.3.2 If a number of redeployees apply for the same role and all suitable, priority should be given as follows:

- affected employees on maternity leave (as 4.3.1)
- affected employees covered under the Equality Act 2010
- affected employees under a process of organisational change and at risk of redundancy
- any other employees who may require redeployment

4.3.1 Employees at risk of redundancy will not be able to apply for posts that are above their existing grade, unless there is open competition for the role.

4.4 Trial Periods

4.4.1 All offers of alternative employment will be confirmed in writing and in a redundancy situation will include a minimum trial period of four weeks. By mutual agreement any trial period may be extended for up to a maximum of 3 months to accommodate any necessary training.

4.4.2 A plan will be agreed between the manager and the employee to identify successful outcomes for any trial period, together with details of any support and training to be offered.

4.4.3 If at the end of any trial period both parties are satisfied that the role is suitable, the appointment will be confirmed and the employee will be removed from the redeployment register. For those employees at risk of redundancy, any redundancy notice issued will be withdrawn.

4.4.4 If during or at the end of the trial period, both or one of the parties decide that the role is not suitable, then either party can give notice and the employee will return to the redeployment register. Further opportunities will be considered during any notice period. For those employees at risk of redundancy their right to a redundancy payment or redundancy rights will not be affected (subject to 4.5.1).

4.4.5 The University may, at its discretion, offer a trial period in circumstances other than a redundancy situation. The terms and duration of any such trial period will be assessed on a case by case basis.

4.5 Refusal to accept alternative employment

4.5.1 Should an employee at risk of redundancy unreasonably refuse to accept an offer of suitable employment, (including any offer made during or following a trial period), they may forfeit their right to a redundancy payment. Each case will be considered on its individual merits.

4.6 Failure to Redeploy

4.6.1 If no alternative role can be found for an employee at risk of redundancy through the redeployment process the employee will consequently be dismissed on the grounds of redundancy.

5.0 PAY PROTECTION

5.1 Where redeployment is necessary, every effort will be made to find a suitable alternative role, i.e., a post at the same grade, level of responsibility and type of duties as the person's current post.

5.2 Where it is not possible to find a role at the same grade, then an employee may be redeployed at a lower grade. In these circumstances, and provided that the alternative position is not more than two grades below the employee's substantive grade, the following principles will be applied (subject to clause 5.3 below):

5.2.1 Pay protection will only be applied in cases described in 2.2 of redundancy and/or organisational change. In exceptional circumstances, pay protection may be applied to circumstances other than redundancy, but only with the prior agreement of the HR Director:-

5.2.2 Pay protection will be paid for a period of 2 years, and will include all contractual pay.

5.2.3 The salary of an employee will be retained at the current level (at the point of redeployment), with no entitlement to annual increments or cost of living increases, unless the application of such cost of living increases would take the employee's substantive pay above the level of their protected pay.

5.2.4 In cases where an employee increases their working hours, pay protection will only apply to their existing contractual working hours. Any additional hours will be paid at the appropriate level for the post.

5.2.5 Where an employee is redeployed to a post with reduced hours, pay protection will apply to the number of hours worked.

5.2.6 Pay protection will cease as soon as any of the following occur

- the employee is appointed to a post at an equivalent or improved level in comparison to their protected pay
- pay in the new post reaches the value of the protected pay level.

5.2.7 On expiry of the protection period, the employee salary will move to the top of the non-discretionary points of the new substantive grade to which they have been redeployed. This may also include a change in terms and conditions and pension scheme, where applicable.

5.2.8 All conditions of the pay protection will be set out in writing to the employee.

5.3 The University reserves the right to depart from the principles of pay protection where it is necessary to do so to comply with its legal duties for example, the equal pay provisions of the Equality Act 2010.

6.0 REVIEW

6.1 This policy does not form part of any employee's contract of employment

6.2 This policy will be reviewed annually with the trade unions and as part of the University's HR policy review programme. As a result it may be amended or withdrawn following appropriate negotiation with the recognised trades unions to reflect changes in legislation or changing University requirements.

7.0 SUPPORTING DOCUMENTATION

- Redeployment Process – Appendix 1
- Redundancy Policy
- Guidelines on Restructuring