



Redeployment Policy

1 Introduction

- 1.1 The University recognises the importance of security of employment for its staff and the desirability of avoidance of compulsory redundancy. It is therefore essential that a clearly understood practical redeployment policy is in place to facilitate redeployment.
- 1.2 The University aims to provide a structured redeployment process including a positive approach to re-training with individual training needs being assessed and active help and support provided, where possible and within given resources.
- 1.3 The University recognises that redeployment constitutes a change to an individual's contractual terms of employment and therefore cannot be implemented without his or her agreement.
- 1.4 Where the need arises, the University

3.2 Under the General Data Protection Regulation (GDPR) and updated UK data protection legislation, the University has a duty to ensure that the Personal Data that it holds on members of staff is processed fairly and lawfully, and in accordance with provisions set out in legislation.

3.3 Various conditions are to be met before your personal and special category data can be processed. As far as redeployment is concerned, the University is primarily relying on the processing of your personal data being necessary for the performance of a contract to which you are a party, and also processing of your personal data for legislative reasons.

3.4 The Human Resources Department will use the information you provide for the purpose of Redeployment only. The information you provide will also be shared with a third party, specifically the Manager(s) of posts which would be deemed to be a redeployment opportunity in accordance with the Redeployment Policy.

3.5

HR Department	Staff member concerned	Existing employing Dept / School
<p>Ensure access to details of current vacancies and job specifications.</p> <p>Regular liaison with College and Departmental colleagues to determine any suitable vacancies</p> <p>Advising the Head of College/School/Dept of any applicants from the register for vacant posts.</p> <p>Maintain contact with staff on the register, providing the necessary support and guidance.</p> <p>Be available to meet with the staff member if they request a meeting in addition to completing the redeployment questionnaire.</p>	<p>To positively engage with the redeployment process, and the nominated HR representative throughout the process</p> <p>To actively seek alternative employment via University's web-site and / or other resources and give thorough consideration to all possible alternatives.</p>	<p>To actively seek alternative employment within the existing area for the staff member concerned.</p> <p>Be flexible, in terms of time away from the workplace to attend interviews and training opportunities.</p>

- 6.4 A suitable match will usually be at the same grade, and where appropriate similar work patterns, with consideration given to personal circumstances, location etc. as their most recent previous post.
- 6.5 Once a reasonable match has been established then the individual(s) will be offered an interview prior to any other candidates (except for other redeployees). If a person meets the essential criteria at interview (taking into account any training needs as per sections 6.1 and 7 of this policy) then in normal circumstances they will be offered the post. If the college department decides not to offer the post, the College/Department will provide, in writing, the objective justification for not appointing the individual. Guidelines in relation to the composition of interview panel will apply in redeployment cases, as with all other appointments.
- 6.6 Departments which have identified “at risk posts” or undergoing restructuring should give prior consideration to its own staff before considering staff on the Redeployment Register from other departments.
- 6.7 Individual employees, dissatisfied with the process, will have the right to raise their concerns with the Director of Human Resources within 10 working days of receipt of the outcome, and if still dissatisfied to raise their issue through the University’s grievance procedure.

7. Training

- 7.1 The University will endeavour to provide appropriate, relevant training and to provide any relevant /appropriate up-skilling. Insofar as practicable, staff will be encouraged and supported in undertaking any relevant training and will be allowed reasonable paid time off in order to undertake such training. There is a normal expectation that the training will be satisfactory completed within 12 months of appointment.

8. Trial Periods

- 8.1 An employee redeployed to alternative employment will be entitled to a trial period of a minimum of 4 weeks and a maximum of 12 weeks dependent on the nature of the new post. The purpose of this trial period is to enable both the individual and the College/Department to assess the employee’s suitability for the post. There will also be flexibility in deciding whether to extend the trial period further.
- 8.2 The trial period will be communicated in writing to the redeployed individual prior to the start of the trial period, clearly detailing its duration. Should the trial period need to be extended, this must also be confirmed in writing prior to the extension taking place and be in agreement with the individual concerned.
- 8.3 Employees will reserve their right to opt for redundancy (where relevant) if they decide the job is unsuitable within the trial period. Employees should inform the University about their decision to opt for redundancy before the end of the trial period. The University will not unreasonably refuse the employee to opt for redundancy. This must however take place during the first 4 weeks of the redeployment period.

- 8.4 A staff member who unreasonably refuses the offer of a suitable alternative redeployment opportunity may forfeit their rights to a statutory redundancy payment.
- 8.5 On successful completion of a trial period, the employee will be formally offered the post and subsequently receive a new contract of employment.

9 Protection Arrangements

- 9.1 The University policy will protect the salary for a two year period of those staff in situations where the post to which a member of staff has been redeployed is at a lower grade than their current/most recent contracted one.
- 9.2 Protection arrangements will apply only in cases of redeployment due to redundancy. Where redeployment takes place due to the expiry of a fixed-term contract the staff member will be appointed on the grade of the post. Continued employment will have been secured and as such pay protection will not normally apply.

10. Definitions

Redeployee - Member of staff on the redeployment register

Suitable Vacancies - Suitable vacancies are those where the skills, knowledge and experience sought to fill the vacancy match the skills, knowledge and experience of the redeployee with or without reasonable and appropriate further training. In assessing whether or not a vacancy is suitable a number of factors will need to be taken into account including:

Content of the job

Status of the job

Qualifications and skills needed and those of the redeployee

Hours – how and when

Location and accessibility

Personal circumstances

Career prospects of the redeployee

Prior consideration for a vacancy - Prior consideration for a vacancy means being considered prior to the post being advertised or alternatively prior to the normal selection process.

Redeployment Register - This is a register held by the Human Resources Department for staff who need to be redeployed. i.e. central records and monitoring of who is on the register and their general progress.

Formal Restructuring - Formal restructuring is a restructuring exercise where consultation with the relevant Trade Unions takes place prior to and during the restructuring exercise.

11. Implementation and Review

11.1 All parties involved in the operation of the Redeployment Policy have the responsibility for ensuring that the application of this policy is in line with the University's Equal Opportunities Policy and Code of Practice.

11.2 Policies and procedures which are linked to the redeployment policy and which should be read in conjunction with it, are:

Fixed-term contracts

Avoidance and Mitigation of Redundancy Policy

11.3 The policy will be monitored and reviewed on a regular basis, to ensure that it meets the needs of the University and to ensure compliance with the relevant legislation.

11.4 This Policy has been Equality Impact Assessed based on consultation and information available at the time of the Policy being developed. It is recommended that an equality review of the Policy takes place one year after implementation. This should include consideration of any data (qualitative and quantitative) that could identify any equality related issues that have arisen and require consideration.