

## REDEPLOYMENT PROCEDURE

### 1. INTRODUCTION

We recognise the contribution of our staff towards the achievement of our strategic ambitions set out in our corporate strategy.

Redeployment facilitates the retention of key skills and experiences within the University and can be necessary as a result of restructuring, health or disability related circumstances, avoidance of redundancy or other reasons that would support the delivery of effective and efficient experiences of our staff or students.

Redeployment may be necessary to support employees through difficult circumstances and we are committed to managing redeployment situations fairly, sensitively and respectfully.

Managers will respect the responsibility of the University in relation to redeployment of our employees and will respond positively to applications from individuals who are within the redeployment procedure.

Individuals who are subject to the redeployment procedure will fully engage in the procedure with regards to the identification of alternative suitable roles and will welcome development opportunities to ensure that they can transition into new/potential roles.

### 2. OBJECTIVES OF PROCEDURE

The objectives of this procedure are to ensure that we:

- Redeploy key skills and experiences within the University
- Manage redeployment situations in accordance with our legal obligations
- Seek to avoid redundancy situations
- Support health and disability issues

### 3. GENERAL PRINCIPLES OF THE PROCEDURE

The general principles that apply to this procedure are:

- Individuals and their trade union representative will be involved at the earliest opportunity in decisions which may affect them.
- Where an individual meets the essential criteria for a role with or without further training, they will be given prior consideration for that role, before the post is advertised.
- Wherever possible, we will seek to secure individuals a new role at their same grade. However, the key aim is for the individual to secure a role within the University and therefore alternative employment (on a lower grade) may need to be considered.
- The University is committed to providing relevant development that is required to enable an individual to successfully transition into a new role within a reasonable timescale.

### 4. REDEPLOYMENT PROCEDURE

#### 4.1 Stage 1 - Redeployment Register

When there is a need for an individual to be redeployed, they will be placed on the University's Redeployment Register which is held centrally within the Department Human Resources

Occasionally, individual voluntary submissions may be accepted where appropriate.

The Department of Human Resources are responsible for ensuring that the redeployment register is accurately maintained in accordance with data protection principles.

#### 4.2 **Stage 2 – Individual Considerations**

Individuals who are on the redeployment register will be required to submit an up-to-date skills profile.

If appropriate, the individual and their trade union representative, if relevant, will meet with the relevant Manager and HR Business Partner to establish:

- a full skills profile
- any training needs
- the roles that the individual would be considered suitable and that the individual is interested in
- If the individual would be interested in any roles that may be suitable at a lower grade

#### 4.3 **Stage 3 – Identifying Potential Posts**

Initially any post identified as a potential redeployment opportunity will be ring-fenced for a period of 1 week prior to it being advertised more widely.

The HR Business Partner will make the appropriate individuals aware of the potential post and if they are interested, they must notify the HR Business Partner within 1 week.

The recruiting manager, supported by the HR Business Partner will assess if the individual meets the essential criteria or could meet the essential criteria after training within a reasonable timeframe.

Individuals on the Redeployment Register can also access the list of vacancies through the website, or can request written details from the Department of People & OD if they do not have regular access to the website.

Every effort will be made to secure an alternative post that is comparable with the individual's current contract of employment.

#### 4.4 **Stage 4 - Filling the Post**

An individual who meets or could meet (including with reasonable adjustments) the essential criteria for a post and who wishes to be considered for the post will be offered an interview in accordance with our Recruitment & Selection Procedure. This interview will be before any other candidate.

In the case where there is more than one individual on the redeployment register who meets the essential criteria, a competitive interview process will be conducted in accordance with our recruitment and selection procedure.

If an individual is successful at interview stage, they will be formally offered the post. If they accept the post, a new contract of employment will be issued.

If an individual is unsuccessful, they will be advised and provided with feedback as to why they have not been successful and will remain on the redeployment register.

**5. SUITABLE ALTERNATIVE EMPLOYMENT & RIGHT TO TRIAL PERIOD**

Where alternative work is offered and accepted a 4 week trial period will apply, this period may be extended for a reasonable timescale for any necessary training by mutual agreement between.

**5 PROTECTION OF EARNINGS**

Where alternative employment is offered and accepted as an alternative to redundancy, and the salary of the new post is less, preservation of basic salary will apply and the individual's salary will be protected for 12 months, which will commence on the date they are transferred into the new post.

Procedure Author – Employee Relations & Performance Advisor	Procedure Owner – Director of People and OD
Parent Policy Statement - People & OD, Employee Relations	Public Access or Staff Only Access – Public
Version 1 – Approved June 2018	Changes and Reason for Changes – additional procedure to support organisational change/redundancy and health and disability issues.