



Human Resources

REDEPLOYMENT PROCEDURE

PART ONE GENERAL & INTRODUCTION

1. Introduction

1.1 The University recognises that staff are a valuable resource. The University will therefore endeavour to seek to safeguard the employment of members of staff as far as reasonably practicable and in a way that is consistent with the University's aim to maintain and enhance the efficiency with which its core purposes are carried out. A way in which the University aims to protect the security of employment for its staff is by implementing a clear and fair redeployment procedure. The effectiveness of the procedure is dependent upon the full co-operation of all members of staff involved in the process. The purpose of this Procedure is as follows;

- 1.1.1 To retain valuable skills and knowledge within the University;
- 1.1.2 To ensure a fair and consistent approach is adopted in the management of redeployment;
- 1.1.3 To provide effective support for members of staff using this Procedure, including reasonable training where appropriate;
- 1.1.4 To ensure the University meets its legal obligations.

2. Application of the procedure

2.1 Subject to paragraph 2.2, this Procedure shall apply to all staff that (with the exception of those who are seeking redeployment for medical reasons or due to disability) have completed one year's service with the University. This will include Associate Tutors and

- 2.1.3 Where a member of staff is medically unfit to continue in their current role and all reasonable adjustments to the current role have been exhausted;
- 2.1.4 For reasons of capability in circumstances other than ill health;
- 2.1.5 On an exceptional basis, and with approval from the Director of Human Resources or their nominee, another substantial reason that puts a95(s)-5 (e)7.9 (m)-6.4 (b)2.3 ost,s O638.641 -1.4

- 4.1.1 a pregnant member of staff, from the date they inform the University of their pregnancy until 18 months from the Estimated Week of Childbirth (or exact date of birth if notice of this date is given before the end of their maternity leave);
 - 4.1.2 a member of staff who is taking or has taken Adoption Leave, from the placement date for a period of 18 months;
 - 4.1.3 a member of staff who does not fall under 4.1.1 or 4.1.2 above and is taking or has taken Shared Parental Leave of at least 6 consecutive weeks, from the date that the period of Shared Parental Leave starts until 18 months from the date of birth or adoption placement of the child.
- 4.2 A member of staff who is considered by the University to be "disabled" within the meaning of that term under the Equality Act 2010 and is at risk of dismissal on medical grounds will be entitled to redeployment into a suitable alternative post as a matter of priority over other potential candidates seeking redeployment, with the exception of those referred to in paragraph 4.1 above.

PART TWO REDEPLOYMENT PROCEDURE

5. Redeployment Period

- 5.1 Redeployment shall be sought for a specified period, defined as the 'Redeployment Period'. The length of the Redeployment Period will be dependent on individual circumstances. In situations where the expiry date of a fixed-term contract is known, or notice of termination of employment has already been given, the Redeployment Period will end at the same time as the termination of the contract or the expiry of the notice period. In other situations, it will be for the Director of Human Resources or their nominee to determine that a reasonable period for seeking suitable alternative employment has been exhausted. The member of staff will remain on their original terms and conditions throughout the Redeployment Period.

6. Redeployment within a School or Division

- 6.1 Responsibility for redeployment lies, initially, with the Head of School or Professional Services Director for the School or Division in which the member of staff is located. HR will normally provide advice in this respect. Every reasonable effort should be made within the relevant School or Division to find a suitable alternative position for the member of staff, unless there are objective reasons why redeployment within the School or Division is not appropriate (e.g. where there are no vacancies or the member of staff does not meet the essential criteria for a vacancy, or could not do so with a reasonable amount of training).
- 6.2 If suitable alternative employment is identified within the School or Division, the vacancy must first be authorised through the normal University approvals process. Thereafter the

member of staff should be interviewed for the post, alongside any other suitably qualified members of staff seeking redeployment, if applicable.

- 6.3 If it appears likely that no suitable alternative employment can be found within the School or Division, and the individual wishes to consider redeployment to roles outside of their School or Division, then redeployment within the wider University should be sought as per paragraphs 7.1 to 7.4 below.

7. Redeployment within the wider University

- 7.1 If the member of staff wishes to consider redeployment within the wider University, they will be invited to complete a Redeployment Form (including details of their skills and specifying the categories and types of jobs they would wish to be considered for) and send it to the HR Department together with a current CV. Written guidance on completing a CV will be available for staff. Where a member of staff is seeking redeployment on medical grounds, advice from Oicennicrap2 (e)-3 i7 (f)10.6 (s)-()Jal.3 (t)-3H (u)-0.6s11wilictt

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9. Offers for New Posts

- 9.1 All offers of employment made, as a result of this Procedure, will be made in writing and subject to any employment checks identified as required. Offers will be made before the member of staff's period of notice expires or their existing contract comes to an end. The new post will start on a mutually agreed date between the member of staff and the appointing and current manager.
- 9.2 Subject to paragraph 11.4, a member of staff who is redeployed as a result of being at risk of, or selected for, dismissal on the grounds of redundancy is not entitled to a redundancy payment if he or she is offered and accepts suitable alternative employment, where:
 - 9.2.1 the offer of the new post is made before the ending of the current employment; and
 - 9.2.2 the employment in the new post will begin no later than four weeks after the termination of the current employment of the current employment contract.
- 9.3 In cases where there is a gap between the posts, or there is a temporary cessation of work (e.g. for teaching-only staff, during vacation periods and assessment periods where there is no teaching), this gap will be excluded and continuity of service will be maintained provided the new post commences within four weeks of the end of the previous post or within four weeks of the end of the period of temporary cessation of work. During the gap between the posts and/or the temporary cessation of work the member of staff will normally be on a period of unpaid leave.
- 9.4 Where a member of staff seeking to be redeployed is put forward for prior consideration and/or an interview for a post that is considered suitable alternative employment and then unreasonably refuses a subsequent offer of interview or employment, either at the point the offer is made or during or at the end of any trial period, the University reserves the right to proceed to dismissal in accordance with the relevant employment procedure and any entitlement to the provisions of redundancy (if applicable)

- 11.2 Where a trial period is agreed the following should take place:
- 11.2.1 The line manager should clearly set out the responsibilities of the post and standards of work performance required. This should be reinforced through appropriate induction, reasonable training where so identified and regular feedback in order to support the member of staff;
 - 11.2.2 The trial period can be extended by mutual agreement for retraining purposes, after prior consultation with HR. The extension should be documented specifying the revised end date;
- 11.3 Where the trial period is successful and the appointment is confirmed the Redeployment Period will come to an end. The new post will become the member of staff's substantive post and they will no longer be entitled to a redundancy payment in respect of that particular redundancy situation.
- 11.4 If the trial period is not successful because either: (i) the University chooses to end the new contract within the four week trial period for a reason connected to the new job (e.g. because the University can demonstrate that the member of staff is not capable of carrying out the duties of the new post); or (ii) the member of staff decides not to continue in the post for a reason connected to the new job; then the member of staff will still be entitled to receive a redundancy payment. The last day of employment will be the last day of the trial

PART THREE ~~HR~~RELATED MATTERS

13 Temporary Redeployment

- 13.1 In exceptional circumstances (for example in disciplinary or grievance cases where an investigation is being conducted, or where a member of staff is unable to carry out their substantive role, on medical grounds, for a limited period of time), it may be necessary to redeploy a member of staff to a post on a temporary basis. The duration of a temporary redeployment will not normally exceed six months. In such cases, staff shall be expected,

16 Enhanced Redeployment Measures in Cases of a Proposal for Organisational Change

16.1 Where a potential redundancy situation has arisen in the context of a Proposal for Organisational Change, the Vice-Chancellor's Executive Group may approve enhanced redeployment measures such as a Discretionary Transfer Scheme and/or a Reduced Hours/Job Share Scheme. For the purposes of this Procedure, a Proposal for Organisational Change is a proposal made by the Vice Chancellor's Executive Group for:

16.1.1 A significant restructuring of the University or any of its Schools or Professional Services Divisions;

16.1.2 The closure of a Department within a School; or

16.1.3 The closure of a Professional Services Division or Unit within a Professional Services Division.

16.2 Depending on the number of departments or divisions and number of staff affected by such a proposal, enhanced redeployment measures may contain one or more of the following provisions:

16.2.1 Ring-fencing new posts created as part of the restructure for those at risk of redundancy in the relevant area in the first instance;

16.2.2 Ring-fencing suitable new or replacement posts in other areas of the University for those at risk of redundancy in the relevant area(s) in the first instance;

16.2.3 Placing a hold on all external recruitment and advertising all new posts to those at risk of redundancy in the relevant area in the first instance.

16.5.3 Assisting members of staff in contacting other employers regarding their job search;

16.5.4 Inviting other employers conducting major recruitment campaigns to visit the University to talk to staff.

Review / Contacts / References

Reference: