Redeployment Policy

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Redeployment Policy

1. Introduction and Purpose of the Policy
   1.1. The Institute recognises the contribution of all staff to delivering its aim of providing outstanding teaching, research, third stream and associated supporting services. It is committed to maintaining staff in employment where this is consistent with its overall aims and statutory obligations and this document outlines the approach to be adopted where individuals are seeking redeployment for the following reasons:
      a. ill-health;
      b. redundancy; or
      c. other requests for redeployment.

2. Scope of the Policy
   2.1. The policy should be read in conjunction with the Institute’s redundancy policy.

3. Process
   3.1. The Institute recognises the primacy of its duty to seek redeployment for individuals in the following circumstances:
      3.1.1. where, as a result of organisational restructuring, the individual’s job no longer exists in its current format;
      3.1.2. when, by reason of disability and/or other medical reason, the individual is no longer able to continue in her/his current role despite consideration of reasonable adjustments to that role, and where a recommendation of ill-health redeployment is made by an Occupational Health Adviser.
      3.2. Wherever possible, the Institute will seek to maintain individuals in employment in line with their existing terms and conditions. Where, however, this is not possible, the following criteria will be used to determine the suitability of alternative employment:
      3.2.1. the nature of the work, especially its fit with the skill set, experience and/or aptitude of the individual;
      3.2.2. working arrangements, i.e. hours of work, shift arrangements, etc; and
      3.2.3. level of responsibility and grade relative to the role currently held.
      3.3. There is a requirement on selection panels to accept a corporate responsibility for Institute staff and to make every effort to respond positively when considering applications from staff that are subject to redeployment.
Equally, for the policy to operate effectively, staff members are expected to be flexible in considering alternative work.

3.4. Staff seeking redeployment will be expected to:

a. consider reasonable changes in working arrangements, pay and responsibilities;

b. register on the Institute’s Redeployment Register when invited to do so – assistance in registering is available on request from Human Resources;

c. put themselves forward for suitable vacancies within the Institute;

d. prepare for interviews; and

e. not unreasonably turn down an offer of suitable alternative employment.

3.5. The Institute will:

a. invite staff seeking redeployment to register on the Redeployment Register

b. where the Redundancy Policy applies, this invitation will be extended when the formal consultation with trade unions and the formal consultation with employees have been completed and institutional senior management has authorised that selection for redundancy can commence or, if earlier, four months before the potential redundancy date;

c. provide details of vacancies across the IoE to staff on the Redeployment Register;

d. give prior consideration to candidates who meet the essential criteria for the post;

e. provide written feedback, upon request, when an application has been unsuccessful.

3.6. A member of staff considering redeployment will be invited to attend a meeting with a member of Human Resources. This meeting will explore the types of roles for which the member of staff would wish to be considered, together with relevant skills and experience. The member of Human Resources will also outline the redeployment process to be followed. The member of staff may be accompanied at this meeting by a work colleague or representative of the appropriate recognised trade union.

3.7. Vacancies will be compared with employees’ details on the Redeployment Register and where there is a match the employee will be made aware of the vacancy by e-mail. A match will normally be considered as being a suitable post on the same grade as the employee. Members of staff who wish to be considered for a post will be required to submit an application to enable Human Resources to see whether the employee is interested in the
vacancy and to check whether the employee meets the essential criteria for the vacancy. In exceptional circumstances the Institute may agree that redeployment to vacancies at a higher grade can be considered.

3.8. Applications from individuals seeking redeployment will be considered in accordance with the Institute’s Recruitment and Selection Policy. In order to prevent any undue delay in the recruitment process, it is anticipated that shortlisted applicants normally will be interviewed within one week of the closing date for applications and, in any event, within a reasonable timescale. Any external advertising will be delayed pending the outcome of the interview.

3.9. In assessing whether a redeployee meets the essential criteria for a post at a reasonable level, members of the selection panel should take into account at both the shortlisting and interview stages that there may be skills that the redeployee does not possess but which could be attained either within the four-week trial period or within such longer period as the members of the selection panel deem to be reasonable.

3.10. If the member of staff meets the essential criteria for the post, she/he should be offered the position before consideration of any other candidates. Where, however, the selection panel concludes that the member of staff does not meet the essential criteria for the post, the panel will provide written feedback, explaining the reasons for this decision, upon request. The member of staff may appeal against this decision by requesting a review of the documentation by Human Resources.

3.11. An individual wishing to apply for a higher graded post should, when the post is advertised, make an application in the usual manner, but should indicate that she/he is subject to redeployment. In line with the aim of recruiting and retaining staff of the highest calibre, the Institute will seek to appoint the best candidate for the job. However, in circumstances where a member of staff seeking redeployment is rated equivalent to another candidate (either an external or internal candidate who is not subject to redeployment), priority will be given to the member of staff subject to redeployment.

3.12. The Institute will normally provide support to members of staff seeking redeployment for a period of up to four months. Where a member of staff has volunteered to reduce their hours to avoid a compulsory redundancy the individual may be treated as a redeployee for a period of up to six months. In cases of ill-health redeployment support may be provided for up to six months dependent on individual circumstances.

3.13. In cases of redundancy, members of staff have a statutory right to a trial period of four weeks in any suitable alternative employment to which they are appointed where the contract is renewed on the basis of new terms and conditions. If, during this period, the employment is terminated by the employee or the Institute for a reason connected with the new contract, the member of staff will remain eligible for a redundancy payment.
3.14. If, however, the employee unreasonably terminates the contract, she/he will not be entitled to a redundancy payment. Eligibility to a redundancy payment may also be lost if a member of staff unreasonably refuses an offer of suitable alternative employment. The trial period of four weeks may be extended by agreement with both parties.

4. Other Requests for Redeployment

4.1. It is recognised that there may be occasions when members of staff wish to seek redeployment to an alternative role within the Institute. Whilst there is no requirement for the Institute to support such requests, managers may wish to give sympathetic consideration to redeployment in the following circumstances:

a. where a request for flexible working, made in accordance with statutory provisions, cannot be accommodated within the current role;

b. at the request of an individual who wishes to reduce her/his level of responsibility;

c. in accordance with a recommendation made following formal action under the Capability Policy.

4.2. In such cases advice should be sought from the Human Resources Department.