

Redeployment Guidelines for Organisational Change

General guidance for Candidates

September 2019

As part of the University organisational change procedure, and redundancy policy, the University is committed to do all it reasonably can to redeploy at risk staff and find suitable alternative employment.

The procedure applies to staff who have been formally confirmed as at risk of redundancy or have been given notice and with more than 6 months employment service. It also covers other redeployees, for example those on ill-health redeployment.

In considering what is suitable alternative employment the University will consider such factors as grading of job, hours of work and job content. Roles will be considered to be suitable alternative employment when they are the same grade (or a lower grade if the individual is prepared to accept this) and similar hours to their current role (or fewer hours if the individual is prepared to accept this).

Redeployment means that staff will be given preferential consideration for vacancies which they apply for and which are considered to be suitable alternative employment, subject to meeting the essential criteria for the role.

Eligibility

Staff will be eligible for redeployment when they are in the following situations:

- been formally confirmed as "at risk" of redundancy
- been given notice - after the exhaustion of all possible redeployment options within the area of restructure/immediate Department
- been confirmed as not fit to return to their substantive post, but fit to be redeployed to other/certain posts for medical reasons

Joining the Redeployment Group

When a member of staff is eligible for redeployment, they are automatically entered into the University's Redeployment Group which is managed by HR Services.

This means that they will automatically be notified on a Monday by email of all vacancies that arise across the whole University, noting that automatic eligibility applies for any role that is the same level or one level lower (full or part time) and where the essential criteria is met.

If the individual believes any of these notified vacancies to be suitable alternative employment, then they need to apply for the post using the application method advertised.

The staff member has 7 calendar days to apply for a vacancy from the date it is published on the University website.

Being Shortlisted

If the individual(s) meets the essential criteria or could do so with reasonable training, they will need to go through an interview assessment process in advance of shortlisting other internal/external candidates.

The recruitment process will be frozen to external candidates until the assessment or interview process is completed.

Not shortlisted

If shortlisting manager has assessed that the individual is not suitable for shortlisting, the reasons for this will be discussed with the relevant Human Resources Advisor and the candidate will be notified. The dedicated Advisor during this period is Joanna Breslin.

The Selection Process

If the Recruitment process concludes that an individual is not suitable for the role, then reasons must be recorded. The records should be sent to and discussed with the relevant Human Resources Partner before providing feedback to the candidate. The dedicated HR Partner during this period is Rachel Harris.

If the candidate is not selected then the recruitment process will be re-opened to external applicants.

Trial period

Once Human Resources receive notification of a successful appointment, then a variation to contract letter will be issued to the employee. Employees who are redeployed to a post one grade lower than a post from which they have been made redundant are entitled to pay protection for a 12-month period.

7- day deadline

Any application received after the 7 days from the date the post was advertised from a redeployment candidate will not normally have priority status and will be considered with any other applications received. Exceptions to this would include sickness absence or any other unplanned leave. In such scenarios, late applications will be considered on a case by case basis.

Vacancies more than one level higher or lower than current level

Are not qualifying vacancies for preferential applications, noting that all staff in the redeployment pool are able, as the wider workforce, to apply for any vacancy at any point in their service, including if in the redeployment pool. In this scenario, applications will be part of the full recruitment cycle and will be part of the usual shortlisting process once the vacancy has closed.