
Redeployment Policy

Human Resources

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Redeployment Policy

1 Introduction

The University of Strathclyde recognises and values the contribution of its staff and is committed, where ever possible, to maintaining continuity of employment. The University will therefore make all reasonable efforts to seek redeployment opportunities for members of staff at risk of redundancy, on notice of redundancy, or those who require to move role for other reasons, so enabling them to continue in the employment of the University.

This policy aims to ensure that a fair, consistent and transparent approach is adopted in the management of redeployment cases.

2 Eligibility for Redeployment

Staff will be eligible to be considered under this Redeployment Policy where they will have 12 months, or more, continuous service on their expected exit date. Circumstances will include the following:

2.1 For the Purpose of Avoiding Redundancy

Members of staff will enter the redeployment process at the point where they are formally notified that they are at risk of redundancy in such cases as:

- i) The closure / partial closure of their Department
- ii) Becoming displaced, having been unsuccessful in obtaining a post in the new structure, following the outcome of a restructuring exercise

2.2 End of Fixed Term Contracts

The redeployment policy will apply to staff on a fixed term contract that is due to expire and where they have 12 months or more service in this contract at the potential expiry date, or where this level of continuous service has been acquired through a combination of contracts. The Policy will normally apply from four months prior to the expiry of the contract.

2.3 Medical Circumstances

Where Occupational Health reports and advice indicate that an individual is not able to carry out their current role within the University, but that they are potentially able to undertake other work, then the provisions of the Redeployment Policy will apply.

2.4 Other

There may be exceptional circumstances when it is appropriate to consider an individual for redeployment which do not fall within any of the three circumstances described above. Human Resources will determine whether redeployment consideration may be appropriate in any such exceptional cases.

3 Types of Redeployment

For the purposes of redeployment the University has identified two possible redeployment scenarios that may arise. These are as follows:

3.1 Suitable Alternative Employment*

Suitable alternative employment is generally defined as the offer of a post which is the same or broadly similar to that currently held by the individual in terms of key tasks; the skills and competencies required; the grade; and with comparable terms and conditions, thus making it a suitable alternative role. If a member of staff unreasonably refused an offer of suitable alternative employment they will normally lose any entitlement to statutory redundancy pay.

3.2 Alternative Employment*

Alternative employment is defined as a role which differs significantly to the role that the member of staff is currently employed within. It may be at a lower grade with different terms and conditions. If a member of staff is successful in securing such a role it may be offered on the basis of a trial period to determine suitability. Staff may require some support in the form of training and development to enable them to successfully move into such a role. (Further detail on trial periods is contained within Section 6.) If a member of staff refused an offer of alternative employment they would not normally lose any entitlement to statutory redundancy pay.

**Where appropriate any redeployment decision must be compliant with rules set by the UK Visas and Immigration.*

4 Process of Redeployment

Where a member of staff is eligible to be considered under this Policy the following redeployment process will be instigated and implemented in such a way that ensures fairness and consistency and which meets in full the University's legal obligations.

- The affected member of staff will receive notification from Human Resources explaining the Redeployment Policy and process. Should the member of staff feel that they would like more information on the Policy a meeting can be arranged with a member of Human Resources.
- The member of staff will be asked to complete the Redeployment Skills Profile located online. On this the individual will detail their current duties and responsibilities, their skills and experiences and also the type of roles for which they wish to be considered. Individuals with no IT access should complete a paper copy of the Redeployment Skills Profile and this will be uploaded onto the register by Human Resources staff.
- Submitted forms will be held by Human Resources within a redeployment register so that members of staff can be both alerted to, and considered for, suitable vacancies that arise.
- Upon receipt of a request to advertise a post Human Resources will review the redeployment register to determine if there are any members of staff for whom this role could be considered as an alternative position. If this is the case the role will be advertised, for one week only, as a vacancy restricted to those on the redeployment register. All those on the redeployment register will be expected to consistently monitor the vacancy list/staff notice boards and will also receive an email with a link to the full vacancy list on a weekly basis. Individuals who wish to be considered for a role should apply on line via the normal recruitment procedure. Paper applications will be available to those who do not have IT access. The individuals' current line manager will continue to support the potentially displaced member of staff throughout the process. Individuals are not eligible to apply for promoted posts via the redeployment process.
- Where one or more individual on the redeployment register indicates an interest in an advertised role and provided they meet the essential criteria they will be invited to interview for the role. Where no applications are received, or no appointment can be made then the role will be advertised to the wider University population, and externally as deemed appropriate.

- Where a member of staff is successful in securing an alternative role then they will receive a new contract of employment and their details will be removed from the redeployment register.
- If an individual is deemed unsuitable at interview, he/she may request feedback on the reasons for this so as to assist the individual in future applications.
- Members of staff can raise questions on the process with their line manager or a member of the Human Resources team for their area. Questions regarding vacancies will normally be re-directed to the recruiting manager.

5 Training and Development

Where training is required to upskill the member of staff to undertake the alternative role it is envisaged that reasonable support for this will be considered. This may be via a combination of in-house or external providers where it is likely that, with this training, the member of staff would be fully operational to undertake all aspects of the role within a period of 12 weeks or less.

6 Trial Periods

The effect of a trial period is to give both parties the opportunity to assess the individual's suitability in the role. Where the recruitment process has highlighted a possible skills gap the role may therefore be offered on the basis of satisfactory completion of the trial period. This will normally be for 4 weeks but can be extended, if appropriate, for training, up to a maximum of 12 weeks at the discretion of the recruiting manager.

At the end of the trial period, a meeting will be arranged with the member of staff, the recruiting manager and Human Resources to review the individual's performance in the role. Where the appointment cannot be confirmed alternative arrangements will be discussed with the member of staff.

7 Pay and Conditions of Service

While the member of staff remains on the redeployment register their grade, salary and conditions of employment remain at the level of their substantive post. Redeployment offers for alternative roles will be made at the grade and conditions of service attached to the new post and will be confirmed in writing. Where the new role is for a short term duration the terms applicable to the particular appointment will be advised in writing as part of the offer.

Where a staff member accepts redeployment to a post at the grade below his/her original grade as a means of mitigating or avoiding redundancy, his/her salary will be protected for a period of 24 months. Following this the salary placement will be at the top guaranteed incremental point of the relevant grade for the post. In circumstances where a staff member accepts redeployment to a post that is two or more grades below his/her original grade as a means of mitigating or avoiding redundancy, his/her salary will be protected at the top guaranteed incremental point of the grade one grade above the relevant post for a period of 24 months. Following this the salary placement will be at the top guaranteed incremental point of the relevant grade for the post. Annual incremental progression and/or pay awards will not be applied during the period of pay protection.

Staff redeployed to a lower graded post will have the opportunity to apply for posts which are restricted to those on the redeployment register for up to 12 months following their appointment to the lower grade so as to maximise their opportunity of securing alternative employment at an equivalent grade to their original post.

8 Notice Periods

The member of staff will remain on the redeployment register throughout their notice period, with every effort being made to secure a redeployment opportunity for them prior to their exit date.

9 Appeals Procedure

Where a member of staff believes that the redeployment policy has been unfairly applied in their case they should raise this immediately with their line manager. If they subsequently wish to formally appeal this should be detailed in writing to the Director of Human Resources within 14 days of the disputed decision being taken. The decision of the Director of Human Resources will be final.

10 Implementation and Review

This policy was implemented with effect from 1 June 2011 and shall be monitored and reviewed regularly to ensure that it meets the needs of the University and its staff and to ensure compliance with relevant legislation.