



University of
Strathclyde
Glasgow

Redeployment Policy

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1. Introduction

We want to keep you working at the University and support your career, making sure you feel valued and secure. If you're at risk of redundancy, on notice, at the end of a fixed-term contract, or need to change roles for medical or other reasons, we'll do our best to find you a new position here.

This policy explains who can get redeployment and how it works. We aim to make the process fair, consistent, and clear.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by this Policy?

This policy applies to all University employees who have worked here for at least 12 months by the time their job is expected to end and meet the criteria outlined in section 3 below.

If your right to work in the UK is limited or restricted, for example if you're on a sponsored visa, then we will need to check if your visa lets you switch to a different job at the University.

To find out if you can be added to the redeployment register, please contact [Human Resources](#).

3. When is redeployment an option?

3.1. To avoid redundancy

If you're told that your job is at risk of redundancy, then you will be eligible for redeployment.

Examples of this may be when:

- Your department is closing or partially closing
- You're not getting a job in a new structure after a restructuring

3.2. End of Fixed Term Contract

If you've worked here for at least 12 months when your contract is ending, you're eligible for redeployment. It doesn't matter if these 12 months are from multiple fixed-term contracts as long as one contract starts immediately after the previous one ended. You can start looking for new opportunities four months before your contract ends.

3.3. Medical Advice

If our Occupational Health team say you can't do your current job anymore, but you might be able to do other work, then you're eligible for redeployment.

3.4. Other Reasons

Sometimes, we might consider redeployment even if it doesn't fit the usual reasons above. In these cases, our Human Resources team will talk with you to see if redeployment is the right choice.

4. Types of Redeployment

4.1. Suitable Alternative Employment

This is where we would offer you a role that is similar to your current role in terms of the tasks, skills, grade, and terms and conditions. Accepting this type of job would allow you stay with the University. If you turn down this job without a good reason, you might lose your redundancy pay.

4.2. Alternative Employment

This is an offer of a role which is different from your current one. It might be at a lower grade with different conditions and may come with a trial period to see if it suits you and the University. You might need some training to adjust, and we're here to help. If you turn down this job, you usually won't lose your redundancy pay.

5. Process of Redeployment

If you're eligible for redeployment, here's what happens:

1. **Notification:** Human Resources will tell you more about the redeployment process and you can request a meeting if you need more information.
2. **Skills Profile form:** You will need to fill out the online redeployment skills profile form to tell us about your current and previous jobs, skills, and what jobs you would want. If you're having problems doing this online speak to the Human Resources team.
3. **Redeployment Register:** Your details will be kept on our redeployment register and used to check if you could be a match to new job openings.
4. **Job Openings:** When we have a job vacancy, we'll see if anyone on the redeployment register matches what we need. If there is, then we'll advertise the job just for people on the redeployment register to apply. If no one applies or is suitable, then the job will be posted more widely.
5. **Check jobs regularly:** You should also check job listings regularly, and we'll send you a weekly email reminder to have a look at what's there. If you see a job that you're interested in, you can apply online through our normal recruitment process. Paper applications are available to those who don't have IT access to apply online. You can't apply for a post at a higher grade through the redeployment process.
6. **Recruitment Process:** If you apply for a job through redeployment and you meet the criteria, then you'll get an interview. If you get the job, then you'll get a new contract and will be removed from the register. If you don't get the job, then you can ask why to help you with future applications.

6. Training and Development

If you need training to take on a new job, we will provide reasonable support. This training can be done either internally or by outside providers. With this help, you should be able to fully perform in the new job within 12 weeks or less.

7. Trial Periods

If the interview shows you need to improve some skills for the job, we may offer you the job based on successful completion of a trial period. The trial period usually lasts 4 weeks but can be extended up to 12 weeks for extra training if needed. At the end of the trial, you will meet with the hiring manager and Human Resources to review your performance. If the job isn't confirmed, we'll discuss other options with you.

8. Pay and Conditions of Service

While you are on the redeployment register, your grade, salary, and terms and conditions stay the same as your current job. If you are offered a job through redeployment, then we will make the offer based on the grade and terms and conditions for the new job. If this is short-term, the specific terms will be included in the offer letter.

If you take a new job one grade lower to avoid redundancy, your salary will stay the same for 24 months. If your new job is two or more grades lower, then your salary will move to the highest point of the grade immediately above your new job for 24 months. After 24 months, your salary will move to the top point of your new job's grade. During the salary protection period, there will be no annual pay increases.

Staff who move to a lower grade can apply for jobs restricted to those on the redeployment register for up to 12 months to help them find a job at their original grade.

9. Redeployment during Notice Periods

You can stay on the redeployment register if you are issued with notice and every effort will be made to find you a new job before your leaving date.

10. Appeals

If you think the Redeployment Policy has been unfairly applied to you, please tell your manager right away. If you want to make a formal appeal, you'll need to write to the Assistant Director – Business Partnering within 14 days of the decision. The decision of the Assistant Director – Business Partnering or their nominee will be final.

I 1. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#). Further information and guidance can also be found on our People Hub.

I 2. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.