

Redeployment

1. Introduction

- 1.1. This document outlines the proposed process for managing redeployment following the redundancy consultation.

2. Redeployment process

- 2.1. The University is committed to avoiding making colleagues redundant wherever possible. Where it is necessary to make posts redundant or where employment is at risk, the University will seek to redeploy identified colleagues into suitable alternative vacancies elsewhere in the University to minimise any potential loss of employment through compulsory redundancy.

3. Redeployment register

- 3.1. All colleagues at risk of redundancy will be placed on a redeployment register and will have the opportunity to apply for vacant posts. Colleagues in category 4 will be placed on the register at the end of the consultation period. Colleagues in category 3, who do not secure a post in their initial ring-fenced pool, will be placed on the redeployment register as soon as they are informed of the outcomes from this process.
- 3.2. The Register will serve as the central database for tracking and matching colleagues with potential vacancies.
- 3.3. Colleagues on the Redeployment Register (also referred to as "redeployees") will be required to complete a Redeployment Form detailing their skills, experience, qualifications, and preferences. This information will be used by the P&C team to identify post that align with individual capabilities and aspirations.
- 3.4. Each time a vacancy arises, P&C will review the vacancy against an individual's current post, and the details contained in their Redeployment Form. If any potential employment opportunities are identified (whether suitable alternative or just alternative), P&C will contact the redeployee to highlight them.
- 3.5. The colleague will also be expected to consistently monitor vacancies on the University website and to notify their HR Advisor if they wish to be considered for a post.

4. Suitable alternative employment

- 4.1. By law an employer must offer those at risk of redundancy "Suitable Alternative Employment" if it is available. The University will consider a post to be a suitable alternative where:
- 4.2. There is a significant similarity between a colleague's current duties and their knowledge, skills, qualifications and experience compared to the new post.
- 4.3. The new post is at the same grade, or one grade below, and attracts an equivalent package of terms and conditions of employment.

- 4.4. In the first instance, slotting will normally be carried out on a grade by grade/team by team basis ensuring the “team has been appropriately defined.”
- 4.5. Where there is need for a particular skill set, knowledge, qualification or specific experience in a post that current post holders do not have, suitability for the post (with or without reasonable re-training) may be tested in interview or other assessment appropriate to the nature of the post (e.g. a presentation or IT test), or this may be a desk-based exercise. Individuals must be able to demonstrate how they meet the essential criteria for the relevant post.
- 4.6. In practice, it may be necessary to invite the redeployee to an informal interview/ discussion with the recruiting manager to ensure that the vacancy is Suitable Alternative Employment.
- 4.7. Where a post is deemed to be Suitable Alternative Employment, the redeployee will be offered the post in writing.
- 4.8. Where a post is deemed to be Suitable Alternative Employment for more than one redeployee, a selection process will need to take place.
- 4.9. Where an offer of Suitable Alternative Employment is unreasonably refused, the redeployee may forfeit their right to a redundancy payment. It is worth noting, the circumstances in which such a refusal will be held to be unreasonable are likely to be rare. Factors that may make it reasonable for the colleague to refuse Suitable Alternative Employment include:
 - personal circumstances, such as childcare or family responsibilities;
 - status (i.e. seniority);
 - working hours;
 - change of location; and
 - future job prospects.

5. Alternative employment

- 5.1. In addition to the statutory requirement of offering Suitable Alternative Employment, the University will also give redeployees priority consideration ahead of colleagues who are not at risk of redundancy for any vacant post at their grade or below where they are able to demonstrate they meet the essential criteria of the person specification with reasonable training.
- 5.2. Redeployees may also apply for higher grade posts. In these circumstances the University’s normal recruitment and selection procedure will apply.

6. Trial period

- 6.1. A colleague who is redeployed into any alternative post is entitled to a trial period of 4 weeks. This may be extended up to 12 weeks, for example if training is required.
- 6.2. At the beginning of the trial period, the new line manager will meet with the redeployee to outline expectations of performance standards and clarify

what is being assessed and how it will be assessed. Both parties should continue to meet weekly during the trial period to review progress, and to determine if any further training or support is required.

- 6.3. Should the redeployee decide that the post is unsuitable they must give their line manager their reasons in writing during the trial period. The line manager should discuss this with their P&C Business Partner. If the University agrees that the post is unsuitable, an end date will be agreed. The redeployee will still receive their redundancy payment if applicable (at the rate that would have been paid at the end of their notice period).
- 6.4. Where the reasons submitted by the redeployee are not accepted, and they wish to leave the job, they will be expected to resign in the usual way and may forfeit any entitlement to a redundancy payment if eligible.
- 6.5. Should the line manager believe, at any point during the trial period, that the redeployee may not be appointable, they should seek advice from their P&C Business Partner immediately and as soon as concerns arise, before raising this with the colleague. Further training and support may be offered if considered reasonable by the line manager.
- 6.6. Once the trial period is nearing its end, if the line manager is still of the view that the redeployee is not appointable, a meeting must be held with the colleague regarding the decision. This meeting must be held on, or before, the end date of the trial period, and the redeployee should be informed that their employment will end with payment in lieu of notice and the redundancy payment (if applicable) will be paid at the rate that would have been paid had employment terminated at the end of the notice period.
- 6.7. Where the trial period is successful the redeployee will be confirmed in the new post.

7. Pay protection

- 7.1. Colleagues who are redeployed into a post one grade below their current post, will be entitled to pay protection of a maximum of 2 years in line with the University's Pay Protection Policy, click [here](#). Colleagues who secure a higher graded post will be paid a salary appropriate to that post.

8. Support during the redeployment process

To help colleagues navigate this challenging period, a robust support framework that addresses both practical and emotional needs will be in place. Details can be found in the [Staff Support document](#).