

## **Scope**

This policy and procedure applies to all employees where they meet the appropriate circumstances outlined in this document.

## **1 Introduction**

1.1 The University recognises the value of its employees and the contribution they make to our success and the student experience. It is therefore essential that a clearly understood practical redeployment policy is in place which enables employees to be redeployed to suitable posts within the University wherever possible.

1.2 This policy aims to facilitate a positive approach to re-training with employee training needs being assessed and proactive help and support provided.

1.3 There may be a number of situations where this policy applies:

- Continuous service must be more than two years; and
- When the job, or part of the job an employee is currently doing is no longer required;
- When an employee has been placed at risk of redundancy when stage 3 of the Matching and Slotting process has been reached.
- When, due to medical reasons, an employee's GP or the University's occupational health advisor has recommended that the employee is unable to continue in their present post, for the foreseeable future, and the University has considered all reasonable adjustments;
- In the event of an irreconcilable breakdown in a working relationship where every effort has been made by all parties to resolve conflict that has arisen in the workplace, the option of re-deployment may be considered and discussed with both parties;

1.4 All employee in the situations outlined at 1.2 above will be entered onto the University's 'Redeployment Register' with a view to seeking alternative employment. A member of the AU Human Resources team will work with the employee and their Trade Union representative during the relevant process to secure the best possible outcome for the employee and the University.

1.5 The University will ensure that appropriate consultation and communications will take place with the employee and collectively with Trade Unions where appropriate.

1.6 Should there be a change in an employee's terms and conditions a new contract of employment will be issued. There will be no break in the employee's continuity of service

## **2 Principles**

2.1 The success of this policy will be best achieved through active participation and a flexible approach by all parties.

2.2 When dealing with an issue of redeployment the following principles should be followed:

- Employees and their representatives have the right to be involved at the earliest opportunity in decisions which may affect them.
- Where an employee meets the essential criteria for a post with or without further training, the employee will be given prior consideration for any vacancies within

the University, before the post is advertised. HR will provide a proactive brokerage service to support the employee.

- Wherever possible, employees will not be expected to accept a role which is below their current grade however the key aim is for the employee to secure a role in the University and therefore alternative employment (on a lower grade) should be considered. The employee will decide whether the offer is suitable alternative employment.
- The University is committed to providing relevant training and to providing any relevant /appropriate up-skilling. Any agreed training will be funded by the University including travel and accommodation costs if necessary.
- Employees will be encouraged and supported to undertake any relevant training and development with the aim of assisting them to remain employed at the University. Once employees are on the Redeployment Register they should be allowed reasonable paid time off for retraining.
- Where appropriate, career counselling / advice will be offered.
- Employee can access counselling through the University's Employee Assistance Programme (EAP) should they require it.
- <http://www.aber.ac.uk/en/hr/employment-information/eap/>

## **Procedure**

### **3 Redeployment Process - Stage 1**

3.1 The redeployment process will begin when an employee is placed on the redeployment register.

3.2 The Redeployment Register will be coordinated by HR and the Joint Consultative and Negotiating Committee (JCNC). This is a register held by Human Resources and the principles of the Data Protection Act will be applied. JCNC will receive anonymised statistical equality data once a year.

3.3 Once employees have been placed on the Redeployment Register the appropriate HR advisor will take responsibility for managing the process of redeployment for that employee.

### **Stage 2**

3.4 Each employee who is placed on the Register will be interviewed by the appropriate HR advisor (and will have the opportunity to take a work colleague or Trade Union representative to the interview if they so wish). The purpose of this interview is to establish a full skills profile of the employee, any training needs, and the categories and types of jobs that are likely to be suitable. A Skills Analysis Form (See Appendix 1) should be completed in all circumstances and, if appropriate, a CV supplied by the employee.

3.5 Suitable vacancies are those where the skills and knowledge sought to fill the vacancy match the skills and knowledge of the employee with or without further training. In assessing whether or not a vacancy is suitable a number of factors will need to be taken into account and may include:

- Nature of the job e.g. academic, clerical etc.
- The grade, salary and status of the job
- Qualifications and skills needed and those of the employee
- Working pattern, flexibility and hours of work
- Location and accessibility
- Personal circumstances
- Career prospects of the employee
- Interests of the employee

- Aspirations of the employee

3.6 HR advisors will take a pro-active role in trying to secure suitable alternative or alternative employment for employees on the Redeployment Register by:

- Maintaining a secure website / database with details of current (ring fenced) vacancies and job specifications (the Prior Consideration Register);
- Regular liaison with the HR team, Faculty PVC and Managers, Heads of Departments and trade unions to try and determine any suitable vacancies;
- Advising the Faculty PVC/ Head of Professional Service Department of any applicants for posts on the Prior Consideration Register;
- Making the managers aware of the importance of re-deployment to the University and ensuring that the correct procedures are followed;
- Maintaining regular contact with employees on the register providing any necessary support and guidance;
- Holding a formal review meeting once per month, or sooner if appropriate, to assess the current position.

3.7 Employees placed on the Register will be granted appropriate paid time off for the purpose of attending job interviews with external employers.

### **Stage 3 – Identifying the posts**

3.8 Initially all relevant vacant posts will be 'ring fenced' and placed on the Prior Consideration Register for 7 days for the benefit of employees on the Redeployment Register and will not be advertised other than to employees on the Redeployment Register.

3.9 HR in conjunction with the prospective department will assess whether the employee meets, (or could meet with suitable support and/or training) the essential criteria of any such posts within a reasonable period of time. If there is a potential match the HR advisor will inform the employee verbally and subsequently in writing of the match and ask them to consider the post. If appropriate, the relevant trade union shall be informed.

3.10 Employees on the Redeployment Register can also access the list of vacancies through a secure webpage, or can request written details from HR if they do not have regular access to the website. The site will not be visible to other internal or external candidates.

3.11 Every effort will be made to identify suitable opportunities at the same grade with consideration given to personal circumstances, location etc.

### **Stage 4 – The filling of posts**

An employee who meets or could meet (including with reasonable adjustments) the essential criteria for a post and who wishes to be considered for the post will be offered an interview (prior to other candidates except for other employees on the Redeployment Register).

In the event that there is more than one employee on the redeployment register who meets the essential criteria, a competitive interview process will be conducted.

If an employee proves suitable then they will be formally offered the post. Should the employee accept the post a revised contract of employment will be issued.

If an employee is deemed unsuitable for the appointment, the manager will inform the Director of HR or depute in writing of the reasons for their decision not to appoint. If the Director of HR or depute agrees with this decision, the employee will be informed, in writing, by the HR caseworker. This will assist the employee in future applications and

enable the HR Advisor to support the employee member. If the Director of HR or depute decides that sufficient evidence for the decision not to appoint has not been provided, they will discuss re-deployment with the line- manager.

Departments undergoing restructuring which involves a reduction in posts are not expected to give prior consideration to employees on the Redeployment Register whilst their own restructuring is in process.

### **Stage 5 – Trial Periods**

Where the decision has been made to offer the opportunity of redeployment, the employee will undertake the role for a trial period of 4 weeks. At the beginning of the 4 week period the manager will meet the employee to agree expectations and answer any queries they may have. Regular review meetings will take during the trial period. After 4 weeks there will be a full review when the employee, the new manager and HR caseworker will meet. A decision will be made as to whether both parties are agreed that it is a suitable alternative or alternative role. Where the trial period has been successful the redeployment will be confirmed in writing.

### **Training**

The University is committed to providing relevant training and to providing any relevant/appropriate up-skilling. Any agreed training will be funded by the University including travel and accommodation costs if necessary.

### **Stage 6 – Appeals**

The redeployment process is based upon an evaluation of a role as well as on an employee's ability to perform that role, therefore applications for appeal will only be considered in relation to process. The appeal cannot be based on the merits of an employee or skills comparison with other employees.

In the event that an employee wishes to appeal against the decision taken at either stage 4 or 5 of this process, they must do so in writing to the Director of HR within 5 working days of being formally advised of the decision.

Employees will have the right to use the Grievance Procedure if they feel that redeployment procedures have not been followed correctly.

## **4. Protection Arrangements**

4.1 In situations where the post to which an employee has been redeployed is at a lower grade than their current/most recent contracted one the University will ensure that the employee's salary is protected for 12 months. This salary will be based on earnings averaged over the preceding 12 week period. Employees redeployed onto a lower graded post will also have the opportunity to remain on the redeployment register to maximise their opportunity of securing alternative employment at an equivalent grade to their original post. Re-deployment candidates should remain on the register during the period that their salary is protected.

## **5. Policy Review**

Human Resources will co-ordinate a review of this policy in order to maintain compliance with legislation and good practice. The review will be undertaken in liaison with the recognised trade unions and any proposed amendments will be submitted to the appropriate relevant committee, University Executive and Council if required.