

## **REDEPLOYMENT POLICY**

### **1. Policy**

- 1.1 Where possible, the University will do its best to retain the skills and experience of staff who hold posts that are due to become redundant. To this end, the University will attempt to redeploy staff under threat of redundancy through the following procedure.
- 1.2 Throughout this procedure the principles of equity, fairness and equality of opportunity will be followed.
- 1.3 The purpose of this procedure is to set out a process for identifying redeployment opportunities for employees who are at risk of redundancy, thereby putting in place positive measures to assist them in retaining employment at Aston.
- 1.4 This policy applies to University employees regardless of grade, category or source of funding.
- 1.5 The procedure requires recruiting managers, wherever possible, to make every effort to give prior consideration to applications from employees who are eligible for redeployment.

### **2. Eligibility**

- 2.1 An employee will become eligible to be considered for redeployment to a suitable alternative post from a date no later than when notice of redundancy has been issued. In the case of fixed term contracts, where notice has effectively been given when the contract has been issued, this procedure will apply from a date no later than the commencement of the equivalent notice period for the grade.
- 2.2 At the time that this policy was agreed employment legislation requires that employees on maternity leave, who are given notice of redundancy, are considered for redeployment opportunities before consideration of other redeployment candidates.

### **3. Suitable Alternative Employment**

- 3.1 For the purposes of this procedure, a suitable alternative post will normally be a post of either the same grade or a grade not more than 2 grades below the redeployee's existing grade.
- 3.2 It should be noted that this policy will not apply to posts that do not comply with the definition of "suitable alternative post" as defined in 3.1 above, but such positions may be sought through normal competitive processes.
- 3.3 The extent to which training is required will need to be considered when evaluating the suitability of a post for redeployment. Failure to redeploy because the training needs are too great would need to be objectively justified.

## **4. The Procedure**

- 4.1 Throughout the procedure the employee must be informed of the right to be advised by and, where appropriate, accompanied by a Trade Union representative or workplace colleague to any formal meetings relating to their redeployment.
- 4.2 Employees eligible for redeployment should inform their HR Adviser of any University vacancy that they may be considering as potential post for their redeployment.
- 4.3 Employees wishing to meet with a recruiting manager to obtain further information about a post should ask Human Resources to arrange an informal meeting.
- 4.4 Employees wishing to be considered for any specific vacancy should make a written application. The procedure to be followed and the level of support required would be agreed by the relevant parties
- 4.5 Wherever possible, the employee will be given prior consideration for the post and managers should evaluate such applications in a positive manner
- 4.6 The recruiting manager will assess the applicant against the criteria for the post. The potential ability of the candidate and the extent to which training is required will need to be considered. The recruiting manager may decide to interview the applicant as part of the assessment process. If the applicant does not meet the essential criteria, the recruiting manager will discuss this with Human Resources and feedback will be given to the employee.
- 4.7 If an interview takes place the recruiting manager will assess the employee's suitability. That assessment needs to take account of whether the employee could undertake the new position after suitable training.
- 4.8 If more than one employee seeking redeployment expresses an interest in a particular post, a competitive selection process in line with the University's normal procedure will take place, limited to those seeking redeployment.
- 4.9 If the recruiting manager or interview panel decide that the applicant could not perform the role with a reasonable amount of training they must, in conjunction with Human Resources, record the reasons in writing and provide feedback to the employee.
- 4.10 If an employee believes that the redeployment process has not been applied properly in their case, he /she or the Trade Union / workplace representative should immediately (no later than two working days) submit a written appeal to the Director of Human Resources and Organisational Development. A panel will be appointed comprising the Director of Human Resources and Organisational Development and a senior member of staff not connected with the matter to consider the appeal. In addition, the Trade Union representing the employee staff group should be invited to nominate a panel member who is not involved in the redeployment process. Wherever possible, the appeal should be heard within two working days. Such appeals must be confined to matters of process.

## **5. Trial Periods**

- 5.1 The first 3 months of redeployment will be regarded as a trial period by the employing School / Department and the employee. The purpose of the trial period is to consider whether the redeployment is "suitable" from both perspectives. Either the recruiting manager or the employee can extend the trial period up to a maximum of a further 3 months.

- 5.2 At the commencement of the redeployment the recruiting manager should communicate and agree the objectives of the trial period and training needs. At the start and end of the trial period the trial period review form (Appendix A) should be completed and signed by the line manager and the employee. Both parties should keep a copy of this form.
- 5.3 The employee's entitlement to redundancy compensation will be preserved during the trial period.
- 5.4 If the trial period results in the post being considered unsuitable by either party, the reasons must be clearly stated in writing.
- 5.5 Where necessary, employees who are transferred shall be given a written statement of the terms of their amended contract. Continuity of service and service related benefits will be protected (subject to any overriding legislation, national agreement or other legally enforceable, non negotiable terms or restrictions).
- 5.6 If the redeployment is successful and the employee remains in post the employee will no longer be eligible for redundancy compensation.

## **6. Pay Protection**

- 6.1 In the event of an individual being redeployed to a post at a lower grade, they will receive compensation of four times their loss of base salary at the time their post was discontinued. This will be paid, as a separate allowance, in equal weekly or monthly instalments (dependent on pay frequency) over a period of 4 years. If an employee leaves before 4 years have elapsed, the payments will cease and no further compensation will be due. The payment will also cease if the employee is promoted back to the grade (or any grades above) which applied before the reduction in pay.
- 6.2 Pay protection will be limited by reference to one grade below the original grade.



**REDEPLOYMENT  
TRIAL PERIOD REVIEW FORM**

Name:
Post title:
Date post commenced:
Date meeting held:
Present at meeting:
Content of discussion (discuss any training needs, action):
Agreed objectives and timescales, action to be taken and by whom:

Signed: .....  
(Line manager)

Signed: .....  
(Employee)

PLEASE RETURN TO HUMAN RESOURCES MB716

Effective Date: 1 May 2013