

# Staff Redeployment Procedure

**Human Resources Department**

Lead Director: Director of Human Resources and Student Support
Date ratified by Council:
Procedure issue date: January 2016
Procedure to be reviewed every 4 years Date of next review: 2020

## 1. PRINCIPLES AND SCOPE

- 1.1 The University is committed to protecting the security of employment for its staff, so far as it is possible.
- 1.2 The purpose of this procedure is to provide a framework for the management of redeployment within the University.
- 1.3 This procedure sets out arrangements for the redeployment of staff and applies to the following staff groups, subject to 1.4 below:
  - Staff who are affected or potentially affected by change. This includes the ending of fixed term contracts
  - Staff who are considered by the University's Occupational Health service as being unable to carry out the duties of their post because of a disability, as defined by the Equality Act 2010, and for whom it has not been possible to make reasonable adjustments to allow continuation in their post
  - Staff on long term sickness absence who are being managed in line with the Sickness Incapability procedure and are unable to carry out the duties of their post.
- 1.4 Redeployment is subject to statutory immigration provisions. Where redeployment opportunities are sought for a member of staff who requires permission from UK Visas and Immigration (UKVI) to work at Keele, the University must notify UKVI of proposed changes in job role. UKVI will then decide if the changes are permissible. Please note that redeployment cannot take place until this permission/ approval has been received by the University. HR may be consulted for advice and information on the application of this procedure and immigration related factors.
- 1.5 This procedure should be read alongside other policy and procedural frameworks as appropriate i.e. Staff affected by Change; Fixed Term Working Policy and Procedure; Pay Protection Policy; Staff Redundancy Procedure; Staff Sickness Absence Policy and Procedures; Sickness Absence Procedure.
- 1.6 The University is committed to ensuring that the effect and application of this procedure accords with the commitments set out in its Equality and Diversity Strategy and will monitor this as appropriate.
- 1.7 The key stages of this Procedure are represented diagrammatically in Annex A.
- 1.8 The Procedure set out in this document applies to all staff subject to the criteria in 1.3 above. For staff whose employment is governed by the University Statute 31, the provisions of that statute, as may be amended from time to time, will also apply and take precedence where appropriate.

## **2. VACANCY MANAGEMENT**

- 2.1 All vacancies, and/or new posts must be notified to HR, irrespective of whether or not these may be authorised for wider advertisement or otherwise. Notifications should include job descriptions and person specifications.
- 2.2 Posts requested for advertisement will be supported by Post Approval Forms (PAF).
- 2.3 Details of all vacancies and their status will be maintained centrally by HR.

## **3. NOTIFICATION OF STAFF AT RISK**

- 3.1 Any member of staff, as defined in section 1.3 will be advised that suitable alternative employment opportunities will be explored as a basis for protecting their continued employment with the University.
- 3.2 Details of all staff at risk of displacement and for whom suitable alternative employment should be explored, will be notified to the HR department with immediate effect.
- 3.3 To facilitate the redeployment process the University will use a redeployment register containing the details of the affected members of staff. This will be maintained by HR.
- 3.4 To assist this process, and where appropriate, the member of staff will be asked to complete a Redeployment Registration Form. The member of staff may, if they wish, seek input from their manager. The completed form, which should be forwarded to HR, will set out and evidence key skills as a basis for exploring and identifying any alternative roles within the University.
- 3.5 The manager and/or HR will explore with the member of staff whether there are any relevant training opportunities available to assist the individual to expand their skill base. This may include training offered through the Learning and Professional Development Centre, job shadowing, guidance on CV writing and interview techniques.
- 3.6 All staff on the redeployment register will be supplied with the name and contact details of an HR representative who will be their main point of contact during the redeployment period.

## **4. EXPLORING REDEPLOYMENT OPPORTUNITIES**

- 4.1 Human Resources will explore any opportunities for redeployment before advertising of the vacancy, wherever possible. Where necessary, in relation to posts of a specialist nature, HR will seek advice from a suitably qualified individual.
- 4.2 A suitable alternative role is one that a staff member can reasonably be expected to undertake where:

- The job is broadly similar in nature to the employee's current role
- The job requires similar skills, experience and qualifications to those held by the employee
- The new post causes no significant disruption to the employee's personal circumstances arising out of the working arrangements e.g. working hours and location
- The job is of similar status and at the same grade of pay (or one grade lower)

4.3 Redeployment opportunities will usually be restricted to posts at the same grade or the grade below. The University offers transitional pay protection to staff who accept redeployment to a lower graded post as suitable employment and as an alternative to redundancy. Pay protection will not apply when staff change to a lower graded role for any reason other than redundancy. Further information can be found in the University's Pay Protection Policy.

4.4 The provisions of the Redeployment Procedure do not apply to posts which represent a promotion, except where the University is required to do so as a reasonable adjustment in accordance with the Equality Act 2010. In all other cases, the normal recruitment process will apply for promotion opportunities.

## **5. ARRANGEMENTS FOR FURTHER ASSESSMENT**

5.1 Where a vacancy is deemed suitable, in order to ascertain and to assess the individual's skills and experience in relation to the role:

- (a) The vacancy details, including job description and person specification, will be emailed to the individual by the relevant Link HR Team as soon as the PAF form is signed by HR, to gain an early indication of interest from the individual(s). A further check against the redeployment register will be carried out before any advertisement of the post. Should individuals show no interest in the position, or where there are no potential redeployees at the appropriate grade/ skill level or experience, the post will proceed to advert.
- (b) The individual will be asked to register their interest in the vacancy by return email within two working days and to submit a shortened application form within 5 calendar days.
- (c) In the event that the individual does not, or is uncertain if they wish to, register an interest the staff member may be invited to discuss their decision with their HR representative.

5.2 Exceptionally, should the individual be unable to respond within this timescale, the member of staff should, at the earliest opportunity, register their interest and will, wherever possible, be given prior consideration against any other applicants. If redeployees are on any type of leave it is expected that they will notify their HR representative and confirm contact arrangements during this period, wherever possible.

## 6. THE SELECTION PROCESS

- 6.1 When a positive response is received from the individual, they should complete a shortened application form and return it to their HR representative by the agreed deadline.
- 6.2 A HR representative will forward completed application forms and the Redeployment Registration form to the recruiting manager who will assess suitability against the essential criteria for the role. If the recruiting manager considers the candidate(s) unsuitable for the further assessment, the recruiting manager will be required to discuss the reasons for this with the HR representative. Where a redeployment candidate is not selected for further assessment, or not appointed, full feedback will be given.
- 6.3 Where it is shown that the candidate(s) fulfill the essential requirements of the role, the recruiting manager will then arrange interviews and where appropriate any other selection methods (e.g. presentation/test). The recruiting manager will inform candidates of the date and time and ask them to confirm attendance. The HR representative will be informed by the recruiting manager of any arrangements.
- 6.4 The interview panel must have a minimum of 2 members of staff. The full panel, as stated on the PAF, may be used should the recruiting manager wish. In addition, a member of staff from HR will sit on the panel for interviews involving staff who are at risk of displacement as a result of any internal reorganisation or restructuring, or where there are maternity, adoption or disability considerations.
- 6.5 On the basis of the selection process, with reference to the essential criteria on the person specification, the recruiting manager will determine whether a potential redeployee is suitable for the post, taking advice where appropriate from HR. Should more than one redeployee be suitable for a post then a competitive process will take place between the redeployment applicants, except where provisions contained in section 7 apply.
- 6.6 The recruiting manager will complete a Contract Request Form (CRF) and where more than one redeployment candidate was considered, an Applicants' Details Form (ADF), and forward it to the Link HR Team. Upon receipt of both documents and interview notes, the HR Administrator will issue written confirmation of the trial period.

## 7. Priority Consideration and Adjustments

- 7.1 In accordance with employment legislation, an employee on maternity or adoption leave who is under notice of dismissal on grounds of redundancy **must** be offered any suitable alternative vacancy available in preference to other redeployees.
- 7.2 Where an employee who is unable to continue in their substantive role due to a disability is seeking redeployment, they will be considered alongside other redeployees. However, managers must take into account any reasonable adjustments that may be necessary to enable them to meet the requirements of the role. This could mean making adjustments to the selection process or making reasonable adjustments to a job role.

## **8. USE OF TRIAL PERIODS**

- 8.1 If the recruiting manager offers the position as redeployment, then a trial period for the member of staff will be arranged.
- 8.2 Standard redeployment trial periods will normally be 4 working weeks, however, depending on the circumstances and the requirements of the post, and following agreement with HR, an extended trial period may be agreed.
- 8.3 A start date would then be agreed with the redeployee, manager and recruiting manager.
- 8.4 The agreed trial will then be confirmed in writing to the member of staff.
- 8.5 Redeployment opportunities will continue to be sought for the member of staff during their trial period, unless the staff member has indicated that they do not wish to receive these.
- 8.6 During the trial period, regular (ideally weekly) meetings should be arranged between the member of staff and manager to discuss progress. Any early concerns from the recruiting area should be brought to the attention of the HR representative.
- 8.7 During the trial period the employing department is responsible for ensuring the member of staff receives a full induction into the role, including the identification of any additional training or development that may be required.
- 8.8 If during the trial period the member of staff wishes to raise any concerns regarding the suitability of the post, they should contact their manager and a meeting will be arranged to discuss these concerns.

## **9. CONFIRMATION AND NON-CONFIRMATION FOLLOWING A TRIAL PERIOD**

- 9.1 Towards the end of the trial period (usually in the week it is due to expire), the recruiting manager will hold a meeting with the redeployee, and where appropriate the HR representative to decide whether the redeployment is to be confirmed.
- 9.2 At the meeting the redeployment will be reviewed and discussed, and progress will be noted. Any concerns on either side should be addressed at this meeting.
- 9.3 In exceptional cases the trial period may, following agreement with HR, be extended. Usually an extension will be for a period of 2 weeks in order to address specific concerns.
- 9.4 If the redeployment is confirmed, the recruiting management must contact the HR team to activate a contract being issued. The individual will be placed in the new post on whatever terms it was advertised (indefinite, fixed term) and they will be removed from the redeployment register.

- 9.5 If the new post is fixed-term, the Fixed-Term Working Policy and Procedure will apply. Consultation and the process of searching for another suitable post should begin in accordance with this procedure. HR will notify the appropriate line manager of the need to begin this process in advance of the 12 week timeframe.
- 9.6 If at the end of the trial period meeting there remain concerns which cannot be addressed, then these will be outlined in the meeting and the individual will have an opportunity to respond. The recruiting manager will then decide whether to confirm, extend (where further training or exposure to the role is necessary) or not confirm the trial period. This decision will be confirmed in writing.
- 9.7 In the case of non-confirmation of the trial period, the matter will be referred back to the original line manager for further action.
- 9.8 Successfully redeployed staff will, where appropriate, be eligible for pay protection. Please refer to the University Policy on Pay Protection.

## **10. ADDITIONAL INFORMATION**

- 10.1 As a general principle, the Procedure will be reviewed by the HR Department, in consultation with recognised Trades Unions after two years or where operational and/or legislative requirements change.
- 10.2 This Procedure is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.
- 10.3 Further guidance on the application of this Procedure is available from Human Resources.

## Annex A – Flowchart of Successful Redeployment Process

