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Redeployment Policy

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Redeployment Policy

1. Introduction

Leeds Beckett University (the University) is committed to protecting the security of employment for its employees, as far as possible.

In order to meet a number of organisational needs, it is essential that a clearly understood practical redeployment policy is in place which enables employees to be redeployed to suitable posts within the University where possible.

Where future employment is at risk, the University will, in consultation with the employee and appropriate employee representatives, consider redeployment as a means to avoiding redundancy.

The University is committed to equality and diversity in operating the redeployment policy. It is essential that redeployment is managed consistently and fairly.

The redeployment policy shall be monitored and reviewed on a regular basis, to ensure that it meets the needs of the University and to ensure compliance with relevant legislation.

2. Scope of Policy

This policy applies to employees on indefinite contracts and employees on fixed-term contracts [who have at least 9 months continuous service at the University or whose current fixed term contract is for a period of at least 9 months as at the proposed contract end date]. There may be a number of situations where redeployment may be necessary:

- Where individuals are identified as a “redeployee” through a Management of Change process and are at risk of redundancy (*see University Management of Change Guidelines for further details*)
- Where the job that an individual is currently doing is no longer required potentially resulting in a redundancy situation (*see the University’s Redundancy Policy and Dismissal Procedure for further details*)
- Where an individual’s employment is at risk due to she/he having a disability as defined in the Equality Act and reasonable adjustments cannot be made sufficient to enable the employee to continue in their present post, thereby resulting in their continued employment being at risk (*see the University’s Sickness Absence Management Policy and Procedure*).
- Where a fixed term contract is due to expire, (a dismissal) and the reason for the proposed dismissal is redundancy (*the University’s Dismissal Procedure also applies in such cases*).

There may be other exceptional circumstances where an employee may be, by agreement, designated as a redeployee by the University, or as a result of other processes. However, priority will be given to individuals whose continued employment is at risk for the reasons outlined above, with 12 months or more continuous service with the University.

Human Resources have responsibility, on behalf of the University, for the interpretation and application of this policy. Matters of uncertainty and/or issues of clarification will be determined by Human Resources. The decision of Human Resources is final and there is no right of appeal.

3. Redeployment Procedure

3.1 Redeployment Status

Where an employee becomes designated as a "redeployee" under this policy, he/she will be notified of that fact. Employees on a fixed term contract who fall within the scope of this policy may be identified as having redeployment status up to 3 months before their fixed term contract is due to come to an end.

A list of all redeployees will be held by HR Services, who also co-ordinate information on vacancies through the Vacancy Review Process (VRP). This supports the identification of potentially suitable vacancies for redeployment prior to advertising.

The list of redeployees will be shared confidentially amongst appropriate HR staff and appropriate recruiting managers, for the purposes of supporting the redeployment process only.

An employee who is designated as a redeployee will remain on the redeployment list until such time as he/she is redeployed to a suitable alternative position in the University or his/her employment terminates or he/she ceases to be at risk of termination of employment.

Contractual notice periods and the redeployment process may run concurrently. Eligibility for redeployment will cease on the expiry of the notice period.

Where suitable alternative employment is being sought for a redeployee due to a disability as defined in the Equality Act advice will be sought from the Occupational Health Service as to the type of vacancies that would be potentially suitable. A decision will be made on a case by case basis by the University, as to the duration for which the employee can retain redeployment status.

The University has a Disability Employment Policy: Employing, Supporting and Working with Disabled Staff. This policy outlines practices and procedures that will enhance and support existing procedures within the University for the benefit of disabled staff, their managers and work colleagues, and those who are in a position of providing support. The University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities and will consider reasonable adjustments that may be required. In some instances, therefore it may be appropriate to refer an individual to Occupational Health, following an offer of redeployment, to confirm suitability for the role and to seek advice on any reasonable adjustments.

3.2 Redeployment Skills Profile Form

All staff confirmed as having redeployment status will be required to complete the Redeployment Skills Profile Form (see Appendix 1) to capture information on skills, experience and knowledge and to identify any preferred role options. This information will be used as part of the assessment and identification of vacancies that may constitute potential suitable alternative employment opportunities.

The University is committed to providing reasonable training, support and guidance to maximise the potential for successful redeployment. Equally, redeployees will be expected to undertake any necessary training identified to facilitate the redeployment process, or to enable them to successfully undertake suitable alternative employment opportunities.

Additional support and guidance is also available for redeployees through the People Development Team within Human Resources.

3.3 Roles & Responsibilities

Once an employee has been designated as a redeployee, the following responsibilities apply:

Redeployees/Employees subject to redeployment

- Completing the Redeployment Skills Profile Form (see Appendix 1)
- Frequently and regularly reviewing details of current vacancies
- Putting themselves forward for suitable vacancies
- Considering reasonable changes in working arrangements, pay and responsibilities
- Preparing for interviews and selection processes
- Not unreasonably turning down an offer of suitable alternative employment

Line Managers

- Providing support to redeployees
- Seeking appropriate opportunities to assimilate employees subject to redeployment to alternative posts within the department
- Holding regular formal review meetings with the redeployee

Recruiting Managers

- Accepting a corporate responsibility for University employees by responding positively to requests to consider employees subject to redeployment
- Assessing redeployees against the essential/minimum selection criteria for the post as detailed in the employment specification in conjunction with Human Resources
- Interviewing redeployees, in conjunction with a member of HR Services
- Providing feedback when the redeployee does not meet the essential criteria for the role
- Providing support during a trial period and determining suitability at end of trial period
- Providing monitoring information to Human Resources to support any reviews of the Redeployment Policy

Human Resources

- Actively co-ordinating and supporting the redeployment of redeployees
- Meeting redeployees with line managers to establish a full skills profile and any training needs
- In conjunction with the line manager/recruiting manager and redeployee, assessing whether a vacancy constitutes potential suitable alternative employment
- Maintaining regular contact with redeployees (and their representatives) to provide guidance
- Liaison with the Recruiting Manager(s) of potentially suitable vacancies
- Liaison with Occupational Health Services (and others as appropriate) in relation to redeployment cases to seek advice on reasonable adjustments and suitability of redeployment opportunity, as required
- Maintaining a list of redeployees
- Providing information in relation to redeployees to the Vacancy Review Panel (VRP) and liaison with VRP as required
- Checking of redeployees against vacancies, prior to advertising to check potential suitability
- Notification of vacancies to redeployees following VRP approval
- Provision of information, advice and guidance on Redeployment Policy and Procedure

Occupational Health

- Providing advice to line managers and HR colleagues where an individual has a disability which renders them unable to continue with their existing position
- Providing advice to line managers and HR colleagues in relation to an individual's capability to undertake suitable alternative employment
- Providing advice and support to help identify the types of roles that may be suitable for the redeployee

3.4 Identifying Redeployment Opportunities

It is the responsibility of both the University and the employee to search for suitable alternative employment. All staff can access details of current advertised vacancies on the University's website at <http://www.leedsbeckett.ac.uk/jobs>

Should a redeployee identify a vacancy which he/she is interested in, either before or after advertisement, he/she should bring this to the attention of Human Resources.

In a 'Management of Change' situation, it must be recognised that depending on the stage at which the process is at, and the overall timescales established for its completion, it may not be appropriate to hold vacancies for redeployees for an extended period prior to advertising. Employees, including redeployees, are free to apply for vacancies that are advertised on general release.

Redeployees will be given, wherever possible, prior consideration for vacancies that may be potentially suitable alternative employment opportunities. Prior consideration involves considering the redeployee against the employee specification for the vacant post, where possible, in advance of any other applicants.

Identification of suitable alternative employment is likely to include consideration of the following issues:

- Responsibilities and the nature of the job
- Status of the job
- Grade/Salary
- Qualifications and skills
- Hours of work
- Location

The suitability of the vacancy needs to be considered in accordance with the following criteria:

- The vacancy must be occurring at the appropriate time
- Redeployment posts will normally be of the same grade, or at one grade lower, than the redeployee's existing grade

Where a redeployee is interested in a vacancy at a higher grade which would provide a promotion opportunity, the redeployee may submit an application form following the advertisement of the vacancy on general release. In such circumstances, where the application meets all the essential/minimum criteria as outlined in the employee specification, the redeployee must be short-listed for interview.

3.5 The Redeployment Interview/Selection Process

Once a potential match has been established the redeployee will be offered an interview prior to the post being advertised (where possible), or alternatively prior to other applicants being considered through the usual selection process, thereby giving the redeployee prior consideration.

The selection panel will be constituted in accordance with the University Recruitment and Selection policy and procedure, but in addition, must have a representative from HR.

In order to prevent any undue delay in the recruitment process, it is anticipated that this interview will take place as soon as possible and within a reasonable timescale. Any further advertising should be delayed pending the outcome of the interview, as long as the interview can take place within a reasonable period of time.

The standard University Recruitment and Selection process is applied but with particular emphasis on transferable skills, rather than looking for a 'perfect fit' with the employee specification.

For a redeployment candidate to be appointed they must be able to meet the essential requirements of the job either immediately, or within a reasonable timescale. As part of the interview the selection panel should consider whether the application of training or further development and induction would enable the redeployee to enhance their existing skills in order to meet the selection criteria outlined in the employee specification. This should be taken account of as part of the decision. It must be recognised however that in some cases the timeframe involved to acquire any additional skills may be relatively short.

If the Recruiting Manager considers that the vacancy is not suitable alternative employment they must, in conjunction with Human Resources, record the reasons in writing and provide feedback to the redeployee.

If the person proves suitable at interview then they should be offered the post. In some instances it may be deemed appropriate to agree a trial period before final suitability is (or is not) confirmed.

Where more than one employee, eligible for redeployment, is identified as potentially suitable for an arising vacancy, all eligible redeployees shall be considered and the appointment should be based on matching the best candidate available to the post.

In the event that an employee is redeployed into a fixed term secondment post, the redeployment process will re-commence 3 months prior to the end of the secondment.

3.6 Management of Change Process

There are separate guidelines on the University's Management of Change process.

Following completion of a Management of Change process, if the continued employment of any employees is at risk, this redeployment policy and procedure may then be applicable.

3.7 Trial Periods – Potential Redundancy

Employees being redeployed where there is a potential redundancy, will be able to undertake a statutory delineated trial period of at least 4 weeks of work experience. Before such a trial starts, and where the individual may need retraining, a written agreement to extend the trial expressly for retraining should be considered.

At the close of the trial period, both the line manager and the employee will review the trial period and assess the suitability of the move. If it is determined that it was not a success (by either party), the individual will have redundancy rights preserved upon termination of employment.

3.8 Refusal of Suitable Alternative Employment

In cases of potential redundancy the University has an obligation to offer suitable alternative employment if it is available. An employee who unreasonably refuses an offer of suitable alternative employment, or declines to attend an interview for a position that may present such an opportunity, will risk losing any entitlement to severance or redundancy payment. If the reasons for declining are acceptable to the University, the latter will not apply.

3.9 Redeployment to a Lower Graded Post – Pay Protection

Pay protection arising for redeployment purposes is only applicable if all of the following conditions apply:

- For redeployment arising as a result of a potential redundancy or through a Management of Change process and;
- For employees who have a minimum period of 4 years continuous service with the University and;
- To a maximum of one grade difference and;
- For a maximum period of 2 years.

Further details are provided in Appendix 4.

3.10 Time Off for External Interviews

Employees who have redeployment status will be granted appropriate paid time off for the purpose of attending job interviews with external organisations. In such cases, employees may be required to produce evidence of the interview date and time and are required to seek approval in advance.

4.0 Further Information

Further documents which relate directly to the redeployment policy include:

Redeployment Skills Profile Form	see Appendix 1
Redeployment Flow Chart	see Appendix 2
Redeployment – Frequently Asked Questions	see Appendix 3
Redeployment Pay Protection Guidelines	see Appendix 4

Useful links:

[University's Redundancy Policy](#)

[University's Management of Change Guidelines](#)

[University's Dismissal Procedure](#)

[University's Sickness Absence Management Policy and Procedure](#)

Reviewed March 2011

Redeployment Skills Profile Form

Personal Details	
Title:	
Surname:	
Forename(s):	
Telephone Number:	
Mobile:	

Current Work Details	
Current Job Title:	
Grade:	
Current Location:	
Contract/Notice Period End date (if known):	
Full Time or Part Time: (please specify working arrangement if Part-time)	
Brief outline of current role and responsibilities:	

Previous roles held including dates

Qualifications, Training & Membership of Professional Body	
Details	Date

Skills, Experience & Knowledge
Are there any other roles/areas of work that you would potentially be suitable for and interested in outside of your existing job profile?

Do you have any restriction on work location (are you able to work at either campus)?

Are you able to/prepared to consider alternative working hours/pattern? If so please provide details of any flexibility

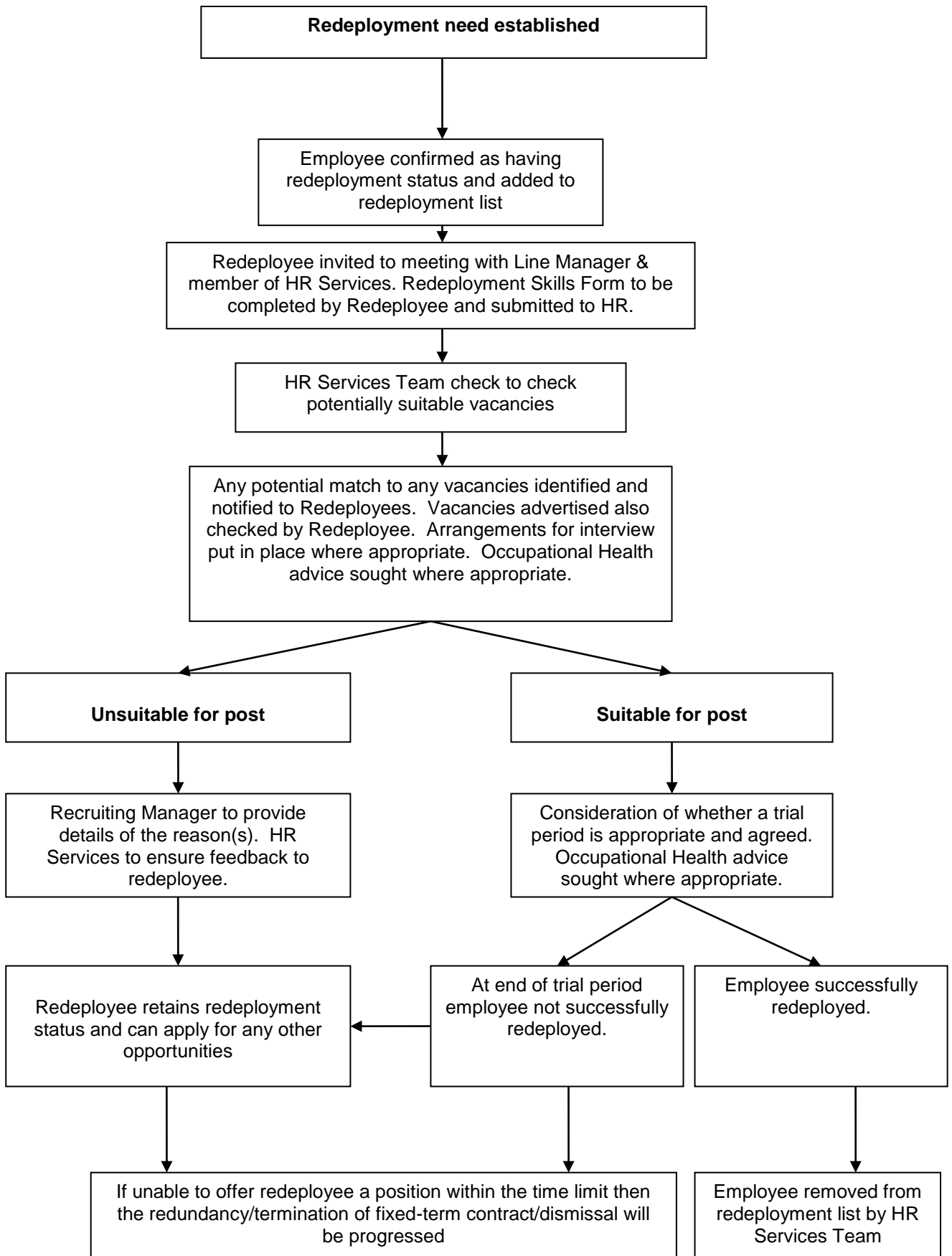
Do you have any other areas of knowledge, experience or other relevant information you wish to provide to support your redeployment?

Please let us know if you may require any particular arrangements/reasonable adjustments in relation to any interview or selection process linked to redeployment by providing details below. We will make every effort to accommodate your needs and make reasonable adjustments.

I understand and agree that the information provided in this form will be shared for the purposes of supporting the redeployment process.

Signed _____ Date _____

Redeployment Process Flow Chart



Redeployment

Frequently Asked Questions by Redeployees

What is the purpose of redeployment?

Redeployment is primarily about trying to find suitable alternative employment for employees whose jobs are at risk, for example in a management of change or potential redundancy situation.

How will I know that I have been identified as a redeployee

If you are identified as a redeployee you will be informed of this by your line manager and invited to a meeting with both your line manager and a member of the HR Services team. You should also receive confirmation of your status as a redeployee in writing.

Who is my main contact as a redeployee?

Both your line manager and a member of the HR Services team will be your key contacts throughout the redeployment process.

What is the process once I have been identified as a redeployee?

You will receive notification in writing that you have redeployment status and will be asked to attend a meeting with your line manager and a member of the HR Services team. The redeployment process will be discussed with you at that meeting in detail. You will be required to complete a Redeployment Skills Profile Form which is very important as this assists in identifying what skills you have and helps to identify potentially suitable vacancies.

How will I be notified of potentially suitable vacancies?

You will usually be contacted by a member of the HR Services team.

Am I able to be considered for promotional posts through redeployment?

Redeployment is not intended to enable appointment into posts at a higher grade.

However, if you wish to apply for a post at a higher grade that has been advertised either across the University or indeed externally, you are of course able to apply for any vacancy you feel you are suitable for, through the usual recruitment and selection process.

What are my responsibilities as a redeployee?

There are a number of responsibilities and expectations of redeployees and these include the following

- Completion of the Redeployment Skills Profile Form
- Frequently and regularly reviewing details of current vacancies advertised on our University jobs web pages and putting yourself forward for suitable vacancies
- Considering reasonable changes in working arrangements, pay and responsibilities
- Preparing for interviews and selection processes
- Not unreasonably turning down an offer of suitable alternative employment

Who will see the information I provide on the Redeployment Skills Profile Form?

The form will be shared only with members of Human Resources and any potential Recruiting Managers but only for the purpose of supporting the redeployment process. In appropriate cases the form may also be shared with colleagues within the Occupational Health service for advice on suitability of posts and any reasonable adjustments that may be required.

Who do I contact if I see a suitable vacancy advertised and I have not already been contacted?

In such cases please contact a member of the HR Services team as soon as possible to express your interest in the vacancy.

Can I apply for jobs at a different grade?

Through Redeployment the University will try to match you to vacancies at the same grade or one grade lower. The redeployment process is not intended to be used for promotional roles.

What protections will I have if I have to take a lower graded post?

Protection of earnings may apply to redeployees who have 4 years or more continuous service with the University, for a limited period. Please refer to Appendix 4 of the redeployment policy and discuss with Human Resources if you require any further clarification.

If I wish to apply for a vacancy through Redeployment will I need to complete an application form in addition to my skills profile form?

Usually this will not be a requirement. However, you are able to submit an application form if you wish, or alternatively you may wish to submit additional information which relates directly to the employee specification of the particular vacancy you wish to be considered for.

If I am on a permanent contract but a fixed-term post comes up which is suitable, can I apply? What will happen at the end of that contract?

Yes you can apply if that is potentially the most suitable position that is available. You would then be confirmed as having redeployment status again up to 3 months prior to the end of fixed-term period, as your employment with the University would be at risk. Any other appropriate policy or procedure may also be re-instigated (redundancy, dismissal etc.).

What if I am not too sure about the suitability of any new role offered through the redeployment process?

We would try to match you to as suitable a job as possible but may not be a 'perfect fit'. There is the potential option of agreeing a trial period with your new line manager. Again a member of the HR Services team will be able to advise further on this issue.

What happens if I am not successfully redeployed by the time my contract/notice period ends?

The appropriate policy will apply (for example redundancy, dismissal), however, you will have the opportunity to discuss this with your line manager and/or Human Resources prior to your employment ending, and will also receive appropriate notification and confirmation of this at the appropriate stage.

What if I refuse to take up a position offered to me?

We would expect all redeployees to take up any reasonable offer and if there is a refusal without good reason then there is the risk of losing any entitlement to severance or redundancy pay.

What if I need to update my skills?

During the initial meeting with Human Resources any training needs you feel you may have can be discussed. The People Development Team may also assist the process of identifying suitable training opportunities.

You may update your Redeployment Skills Profile Form at any time and re-submit it to Human Resources.

Redeployment Pay Protection Guidelines

These guidelines are intended to cover situations where an individual's continued employment has been at risk and where they have subsequently been redeployed to a suitable alternative position. In such cases the pay protection arrangements may be applicable.

1. Protection of substantive Salary

Pay protection arising for redeployment purposes is only applicable if **all** of the following conditions apply:

- For redeployment arising as a result of a potential redundancy or through a Management of Change process and;
- For employees who have a minimum period of 4 years continuous service with the University and;
- To a maximum of one grade difference and;
- For a maximum period of 2 years.

In such circumstances the salary of an employee will be in effect "frozen" at the current level (as at the point of redeployment), with no entitlement to annual increments or cost of living increases.

2. It should be noted that pay protection does not apply in the following circumstances:

- Pay protection does not apply to hours (i.e. does not apply where an individual reduces their working hours)
- Pay protection is only applicable to basic contracted hours and does not apply to overtime in any circumstances
- Pay protection does not apply to any allowances
- In cases where an individual increases their working hours, pay protection will only apply to their existing contractual working hours. Any additional hours will be paid at the appropriate level for the post.

3. Protection Periods

Pay protection will cease as soon as any of the following occur:

- i) the employee has obtained employment at an equivalent or improved level in comparison to their protected pay
- ii) pay protection has been in place for a period of two years
- iii) pay in the new post reaches the value of the protected pay level.