

# Redeployment procedure

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## **Version history**

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Updated January 2004 following consultation with the unions

Updated February 2007 to increase salary protection period from 1 to 2 years

Updated January 2009 to remove reference to Certificate of Reduction of Earnings, which is no longer applicable under pension schemes

Updated April 2013 following consultation with the unions

Reviewed by HR August 2015 – minor changes to update terminology and to reflect changes in the availability of online support

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April 2025: Reviewed to update process utilising the new HR System

21 May 2025: The VC approved on the recommendation of the SLT

# Redeployment Procedure

## 1. Introduction and scope

- 1.1 It is the policy of the University to aim to provide, as far as possible, security of employment for staff.
- 1.2 This procedure outlines the process to be followed in cases where staff have been given formal notice of redundancy and they wish to be considered for redeployment opportunities. In such cases, this procedure will continue to operate until the expiry of the member of staff's notice period.
- 1.3 This procedure will apply to all staff directly employed by the University and should be read in conjunction with the University's Dismissal Regulations.

## 2. Process for seeking redeployment opportunities

- 2.1 When staff have been given notice of redundancy they will become potential redeployees, unless the reorganisation results in immediate assimilation into an alternative post.
- 2.2 The redeployee may ask to meet with Human Resources to discuss the redeployment process and support available to them (section 3 below refers). The link to the University's vacancy pages will be provided to the member of staff. If a member of staff is absent from work due to sickness, HR will contact the member of staff to ascertain the best way to seek redeployment for them, given their absence.
- 2.3 The redeployee may complete and submit a redeployment skills profile in the HR System, to match them against vacancies, based on their skills and experience. Wherever possible, attempts will be made to redeploy them to a post at an equivalent grade. Where this does not prove possible, consideration will be given to redeployment to posts on a lower or possibly higher grade, where the redeployee meets the essential criteria on the person specification. A post which is two or more grades lower or higher would not normally be considered as a suitable alternative post for redeployment. Posts that are two or more grades different would normally be considered to be a new appointment. In seeking suitable alternative work, the redeployee's skills, levels of responsibility and career aspirations, will be taken into account and endeavours made to offer a post of a similar nature.
- 2.4 The Dean/Director and/or the recruiting manager, with advice from HR, can match an individual to a post where some of the essential criteria are not met, but where training will address any shortfall in a reasonable time, or as part of a process of making reasonable adjustments to ensure equality of opportunity.
- 2.5 Where a potential match is identified the member of staff will be notified, given details of the post for consideration and asked to

respond within five working days. If the displaced member of staff wishes to be considered for this alternative post, a redeployment selection process will take place (section 4 refers). If the member of staff does not express interest, the post will be released for normal recruitment processes.

- 2.6 Where the member of staff independently becomes aware of a vacancy and considers that it is a potential suitable redeployment opportunity, they are advised to inform the relevant line manager (copying in their HR contact), who will carry out a matching exercise. If there is a match then a redeployment selection process will take place (section 4 refers). If there is not a match, the manager will write to the member of staff setting out the reasons why a potential match has not been made.

### **3. Support during the redeployment period**

- 3.1 Support available to staff is published on the [Consultation Information web pages](#) and includes our external [Employee Assistance Programme](#).
- 3.2 If the member of staff needs time off from work to attend interviews outside the University, they should request this from their line manager and this should be accommodated where reasonably possible. If the member of staff has at least two years' continuous service with the University, they are entitled to be paid up to 2/5ths of their normal working week during their notice period, to look for another job, or to arrange training for future employment. If a member of staff requests additional paid or unpaid time off to look for another job during their notice period their line manager will consider such requests and determine what can reasonably be accommodated.

### **4. Redeployment selection process**

- 4.1 Where one or more redeployees have been considered to be a potential match for a redeployment opportunity, a redeployment selection exercise will be undertaken by the relevant manager. This assessment will take the form of either a paper based application or a ringfenced interview, depending on the nature of the post and the skills and experience which need to be demonstrated. If requested, Human Resources will advise the manager and the member of staff on which selection process should be used. Redeployees will be informed of the reasons for the selection process which will be carried out. Redeployment interviews will be chaired by a manager from the School/Department. In exceptional circumstances, a Human Resources colleague will be present. A trade union representative or other nominated representative may attend as an observer if requested by the member of staff.
- 4.2 If the redeployee does not meet some of the essential person specification criteria for the post but this shortfall is not significant and could be addressed by training and/or support within a reasonable period of time, this will not preclude the post being offered to the

redeployee and the University will facilitate this training and support as far as is reasonable and practicable. Similarly, if this shortfall can be addressed as part of a process of making reasonable adjustments to ensure equality of opportunity, this will not preclude the post being offered to the redeployee. Human Resources can advise further. If redeployment is then considered feasible the line manager and the member of staff will agree a training and support plan, if appropriate, in advance of commencing redeployment. This may require an extended trial period (section 5 refers). An example training plan template can be found at Appendix A.

- 4.3 A formal offer of redeployment will then be made in writing by Human Resources, which will include details of any trial period.
- 4.4 If redeployment is not considered feasible from the redeployment selection process the reasons for this will be documented by the relevant manager who will provide feedback.

## **5. Trial periods**

- 5.1 Members of staff who are redeployed will undergo a statutory trial period of four weeks duration, to allow the individual and the line manager to assess the redeployee's suitability for the new role. The member of staff's notice period will continue to run during this four week trial period. During this trial period regular reviews of progress will be undertaken by the line manager, with relevant support in place to assist the redeployee. The line manager will discuss any concerns regarding competence during the trial period with the member of staff and agree an action plan for improvement. The redeployee will be encouraged to provide input into these discussions during the trial period and to make any suggestions which might facilitate successful completion of the trial period. Normal standards of conduct and attendance will apply during the trial period in accordance with University policies and procedures. At the final review meeting the line manager will meet with the member of staff to discuss the trial period and assess whether or not the trial period has been successful and the reasons for this. At the end of the meeting, the line manager will inform the member of staff whether or not the trial period has been successful.
- 5.2 If at the end of the trial period the member of staff does not consider the redeployment to be suitable and the reasons provided are considered reasonable by the Dean of School/Director in conjunction with the HR Director, they will, if eligible, be entitled to receive redundancy pay. If the member of staff's full notice period has not been served at the conclusion of their four week trial period, the remainder of their notice period will be served and suitable alternative employment will continue to be sought up until the end of the notice period. Redundancy will then take effect from the end of the notice period, with redundancy pay based on the salary of the post from which the member of staff was made redundant.

- 5.3 If the recruiting line manager or the redeployee determine that retraining will be needed in order for the redeployee to undertake the redeployment opportunity, a trial period of longer than four weeks may be necessary. The manager and the redeployee will discuss and agree the duration of the extended trial period and this agreement will be documented before the redeployee commences work in this post. This agreement will document the date on which the training will be completed; and the terms of employment which will apply following the retraining.
- 5.4 The date of dismissal on the grounds of redundancy will be the date on which the member of staff was originally made redundant<sup>1</sup>, irrespective of any statutory or extended trial period. The member of staff's last day of service (or termination date) will however be the date on which the member of staff's employment actually ends i.e. following any statutory or extended trial period.

## **6. Forfeiture of redundancy pay**

- 6.1 The offer of a post doing similar work at the same grade and conditions is a suitable alternative post. Legislation provides that, where an offer of suitable alternative employment is unreasonably refused/declined, a member of staff may lose their entitlement to a severance payment.
- 6.2 The offer of a post doing different work; or a post at a lower grade; or where there is a material change in conditions of employment may or may not be a suitable alternative offer. If a member of staff declines such an offer of alternative employment they may therefore still be entitled to severance pay.

## **7. Salary protection**

- 7.1 When a member of staff is redeployed to a lower graded post, the member of staff's current salary will be protected for a two year period. The individual will then move onto the appropriate salary for the redeployment post at the end of the two year period. If the member of staff was previously paid at a salary point higher than the maximum point of the scale relating to the job that they are redeployed into, they will revert to the maximum point of the lower grade at the end of their salary protection period. Please note that a post two or more grades lower than the redeployee's previous post would not normally be considered as a suitable alternative post for redeployment. Posts that are two or more grades different would normally be considered to be a new appointment.
- 7.2 The member of staff may request to be considered for alternative redeployment opportunities at their former grade, during the two year salary protection period. In such cases Human Resources will provide the member of staff with the link to the list of current staff vacancies.

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<sup>1</sup> The notice period and redundancy payment are calculated using the date of dismissal and an employee must bring any claim for unfair dismissal within three months of the date of dismissal, notwithstanding the fact that they have been employed, by virtue of a trial period, during part of that three month period

In such cases, the member of staff can apply for the post and will be guaranteed an interview for the post, alongside any other applicants, if they meet the essential criteria for the post.

- 7.3 Once the period of salary protection has ended the member of staff will need to apply for posts in the usual way and will not be guaranteed an interview unless they are shortlisted for the post.

## **8. Redeployment and pregnancy**

- 8.1 Managers are advised to consult the Maternity Policy and also their normal Human Resources contact regarding any members of staff who are pregnant or on maternity leave during reorganisation/ redundancy consultation processes.

## **9. Vacant posts**

- 9.1 When staff have been displaced as a result of a reorganisation and are at risk of redundancy, all approved vacancies that arise as a direct consequence of that reorganisation will first be held as possible redeployment opportunities and will not be advertised until it has been confirmed that they cannot be offered to any of these displaced staff. Human Resources will advise on a record of potential redeployment opportunities.
- 9.2 Other approved vacancies will normally be held as possible redeployment opportunities for displaced staff in the first instance, prior to being openly advertised. The decision to defer appointments or to fill vacancies temporarily will need to take into account the business needs of the area in which the vacancy(ies) exist, the effect on staff who may have to cover some or all of the work and the length of time it is appropriate to hold the vacancies as possible redeployment opportunities. Potential redeployees who apply for any posts which are approved for external advertisement will be considered for the post(s) ahead of any other applicants.

## **10. Redeployment procedure flow chart**

- 10.1 A flow chart showing the redeployment process is attached at Appendix B.

## Appendix A

### Redeployment Training and Support Plan

This form can be used to record the key areas of a redeployment training and support plan in accordance with the section 4.2 of the Redeployment Procedure.

<b>Name:</b>		<b>Targets from:</b>		<b>To:</b>	
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Area of training or development	Key success indicators	Support agreed	Target date/progress



Area of training or development	Key success indicators	Support agreed	Target date/progress

Length of trial period or, extension, where applicable	
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Name of line manager	
Signature	
Date	

Redeployment Procedure Flow Chart

