

Redeployment Policy

UPR HR28 version 01.0

Policies superseded by this document

This is the first UPR with this title which updates and replaces the previous HR Policy called “Reorganisation, redeployment and Redundancy Policy” which had been last updated in February 2020.

Summary of significant changes to the previous version

Redeployment procedure separated from Reorganisation Procedure. Provides additional information on reasons why redeployment may be considered. Clarifies process to be followed upon identifying a possible redeployee. Salary protection period clarified. Guidance on managing redeployment trial period with possible outcomes.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

Table of contents

Table of contents	1
1 Scope and Purpose	2
2 Procedure/Identifying redeployees	2
3 Redeployment Register	3
4 Consideration for suitable posts	4
5 Trial periods	5
6 Alternative Employment	6
7 Formal Consultation Process.....	6
8 Implementation.....	6
Appendix 1a.....	8
Appendix 1b.....	9
Appendix 1c.....	10

1 Scope and Purpose

- 1.1 The University of Hertfordshire “the University” is committed to avoiding making staff redundant wherever possible. Where it is necessary to make posts redundant or where employment is at risk, the University will seek to redeploy identified staff into suitable alternative vacancies elsewhere in the University to minimise any potential loss of employment through compulsory redundancy.
- 1.2 Successfully redeploying staff whose posts are at risk or to be made redundant allows the University to retain valuable skills, knowledge and experience, reduces the cost and time required to fill vacancies and reduces the time needed for induction and training of staff new to the University.
- 1.3 Whilst the University is committed to seeking to redeploy staff at risk of redundancy or for reasons stated below in paragraph 3, it is acknowledged that this will not always be possible.

2 Procedure/Identifying redeployees

- 2.1 There are a number of reasons staff may enter the redeployment process. For example, this may be where an employee is identified as 'at risk' of redundancy as a result of:
 - organisational change,
 - end of funding (this may include contracts that have been extended beyond the original end date, extending the employment for more than 2 years)
 - a recommendation for medical redeployment,
 - or other reasons, as agreed with your HR Business Partner (HRBP).

The same principles and process will apply in consideration for redeployment, although different outcomes and timescales may apply.

- 2.2 The process starts with a formal meeting. The employee will be called to a meeting with the relevant manager or Head of SBU and will be entitled to be accompanied by a trade union representative or work colleague. An HR Business Partner will also be in attendance.
- 2.3 The employee will be informed they are a redeployee and they are subject to the redeployment policy. They will be given an overview of their rights and responsibilities outlined in this UPR. If redeployment to a suitable alternative post is identified at this stage, this will also be discussed.

- 2.4 The meeting should normally take place at least 3 months before the employee's termination date (if applicable). Redeployees should have access to the Redeployment Register for 3 months, although they may be given access earlier in some cases to ensure they have the maximum opportunities to seek redeployment. Consideration may be given to increase this timeframe in the case of medical redeployment.
- 2.5 The discussion will also inform the redeployee of additional support available during the redeployment period, for example support through the Employee Assistance Programme, including some free financial advice. Staff are also entitled to reasonable time off for retraining from their current post.
- 2.6 A flowchart summary of the Redeployment Procedure as applies to redeployees, managers and recruiting managers shown in Appendix 1a to c.

3 Redeployment Register

- 3.1 The Redeployee will normally be placed on the Redeployment Register once they have been issued notice of redundancy or for a reason stated in section 2 above. The HR Business Partner will then send the Redeployee a Redeployment Pro-forma. This will need to be completed by the Redeployee and returned to the HR Business Partner. The Redeployment Pro-forma should clarify the up-to-date skills and experience the redeployee can offer. Section 8 of the Redeployment Pro-forma should also be used by the redeployee to provide a general statement as to the type of work they consider themselves suited to, or to advise of any significant personal skill set or interest.
- 3.2 The HR Business Support Teams will maintain a Redeployment Register and will work with employees at risk of redundancy to identify suitable vacancies both within the School/Department/SBU and across the University, where possible before the role is advertised. This will be an ongoing process up to the implementation date of any restructure, or date of expiry in the case of a fixed term contract. Provide that the employee meets the job criteria/person specification, they will be interviewed for the position before any other candidate, unless there are exceptional circumstances which would have to be discussed with the appropriate HR Manager Business Partnering.
- 3.3 Redeployment will be constrained to posts at the same or one grade lower. This procedure is not a route to career progression as this would give redeployees unfair access to vacancies before they are advertised. Part time staff are entitled to apply for full time posts and vice versa.
- 3.4. If the HR Recruitment Salaried team identify a suitable vacancy not yet advertised, they will send the job description to the redeployee. Redeployees will then have 5 working days to register an interest and provide their supporting statement. Posts may not be internally/externally advertised, until consideration has been given to redeployees.

- 3.5 Where a post has already been advertised and the employee identifies this as a possible redeployment opportunity, provided that the Redeployment Pro-forma is received before the normal closing date and the employee has the skills and experience compatible with the job criteria/person specification, they will be offered an interview, (along with any other staff at risk who have expressed an interest) before any other candidate where practicable.

4 Consideration for suitable posts

- 4.1 Redeployees should submit a supporting statement demonstrating how they meet the essential criteria on the person specification to the HR Recruitment Salaried Team using Section 8 of the Pro-forma.
- 4.2 The HR Recruitment Salaried Team will liaise with the Recruiting Manager. The Recruiting Manager will review the Supporting statement(s). They may also consult their HR Business Partner for advice.
- 4.3 Recruiting managers are required to consider all redeployees that are identified as a potential suitable match, against the person specification for the vacancy (normally meeting at least 70% of the essential criteria), in order to decide who to interview. The same requirements of fairness and due process should apply to all redeployees if there are more than one. Redeployees will be assessed for their appointability against the essential criteria for a role in the person specification. Only if multiple redeployees are in contention for the post may all essential and desirable criteria be considered. Recruiting managers will consider transferable skills along with any other documentation requested in order to assess the redeployee's ability to carry out the role.
- 4.4 Exceptionally, there may be skills that the redeployee does not possess but could reasonably attain in the trial period and this must be taken into account when considering selection. Recruiting managers must provide written feedback to all redeployee applicants not invited for interview. The redeployee may query, via their HRBP, any posts they are not invited to be interviewed for, stating why they believe they *do* meet the essential criteria.
- 4.5 If one or more redeployees match the person specification of the post (i.e. they are deemed to be potentially appointable), the recruiting manager shall call them for a panel interview. If, following the interview, a redeployee is deemed suitable for the post, the recruiting manager will discuss this with the HRBP before an appointment decision is made. If the redeployee is not considered to meet the essential criteria or deemed to be not appointable for an appointment, the redeployee will be given written feedback. A redeployee may also query this decision with their HRBP if they believe that the interview process was unfair.

- 4.6 Redeployment will be subject to the agreement of the member of staff concerned and the relevant line manager. It is for the interview panel to assess whether a particular redeployee may be suitable, bearing in mind the person specification and the redeployee's skills and abilities, experience, etc. and also taking into account the possibility of training where appropriate and relevant.
- 4.7 If a redeployee does not meet the necessary criteria the line manager, in consultation with the relevant HR Business Partner, will make arrangements for a meeting to take place to explain the reasons why.
- 4.7 If an employee unreasonably refuses to accept an offer of a role which is considered to be suitable alternative employment, the employee will not be eligible for a statutory or contractual redundancy payment. 'Suitable alternative employment' as the term is used in the Employment Rights Act 1996, means an offer of a job on comparable terms and conditions in accordance with para 3.2.
- 4.8 Employees who are on a Tier 2 visa cannot automatically be redeployed into an alternative role unless the new role falls under the same Standard Occupational Classification as their previous role. If an employee on a Tier 2 visa changes occupations to a job with a different Standard Occupational Classification then they will need to make a fresh visa application and are subject to the Resident Labour Market Test. If you are unsure about the Standard Occupational Classification of a redeployment role and how it might affect your leave to remain in the UK please contact the HR Compliance Team at HRCompliance@herts.ac.uk

5 Trial periods

- 5.1 The post will initially be offered on a trial period to enable both the redeployee and the department to assess whether the redeployee is, in practice, suitable for the post. This trial period will normally be at least 8 weeks. In exceptional circumstances the trial period can be extended to a maximum of 12 weeks by mutual agreement.
- 5.2 The manager should meet with the redeployee at the beginning of the trial period to outline expectations, what is being assessed and how it will be assessed. The redeployee should also discuss any concerns they may have. They should continue to meet on at least a weekly basis in the trial period to review and discuss progress. This will help both parties to assess whether the redeployee is suitable for the post.
- 5.3 If after the trial period the redeployment is considered unsuccessful, the redeployee will be placed again on the Redeployment Register and re-enter the redeployment process. The notice period will be reactivated, taking into account any notice served prior to the trial period or during the extended trial period. Feedback will be given as to the reasons why the trial period was unsuccessful.

6 Alternative Employment

- 6.1 The aim of this procedure is to offer staff *suitable* alternative employment, but in some situations such vacancies may not be available. Employees are entitled to accept alternative employment at a lower salary/grade point, including reducing their hours of work. In such situations their salary will reduce at the end of their notice period. Where a redeployee is deployed into a post of only one grade lower, they will normally be paid at the maximum point of the grade of the new post. Any changes in terms and conditions of the new post will then apply.
- 6.2 The Vice-Chancellor (or nominee), or Secretary & Registrar in the case of professional staff, may agree that the member of staff may be appointed to a post designated at a lower grade but with their present salary grade and normally their incremental progression safeguarded on a personal basis (to a maximum of four years by exceptional agreement by the Vice Chancellor). The protection is for the hours aligned to the role, e.g. if the role is for 0.5fte, only this fte will be protected. If the role increases during the period of pay protection, the additional fte/hours will be paid at the substantive grade of the role and not on the protected pay.
- 6.3 If during the period of protection, the member of staff is successful in their application for a post advertised under the normal recruitment process (i.e. internal/external advert), their protection will cease on commencement of the new role. Continuous service will be unaffected.
- 6.4 Protection of other non-salary conditions of service will not normally be granted. Where applicable, the University's disturbance and relocation allowances will be payable.

7 Formal Consultation Process

- 7.1 Where notice has been given, if the redeployee has not been successfully redeployed by the end of their period of notice the redeployee will be dismissed on the grounds of redundancy under the terms of their notice.

8 Implementation

- 8.1 The University of Hertfordshire Redeployment Register provides information about the redeployee. Personal information supplied by the redeployee will be placed on the Employee's redeployment file and retained confidentially in HR. This makes up the profile. The Register will be accessible only by HR.

- 8.2 HR will send you a Redeployment Proforma for you to complete and return. To ensure that the Recruiting Manager is sufficiently informed to potentially appoint you to a vacancy it is vital that you complete the Redeployment form as fully and accurately as possible. You will also be required to submit a supporting statement for each post to ensure that you have covered, as much as possible, the requirements of the essential criteria. Do not assume that because you already work for the University of Hertfordshire managers will understand the work you do or how you do it. The following advice is designed to help you gain the best opportunity for a good match.
- 8.3 If you are having difficulties applying, please contact the HR Learning & Organisational Development Team at: dev-email@herts.ac.uk.

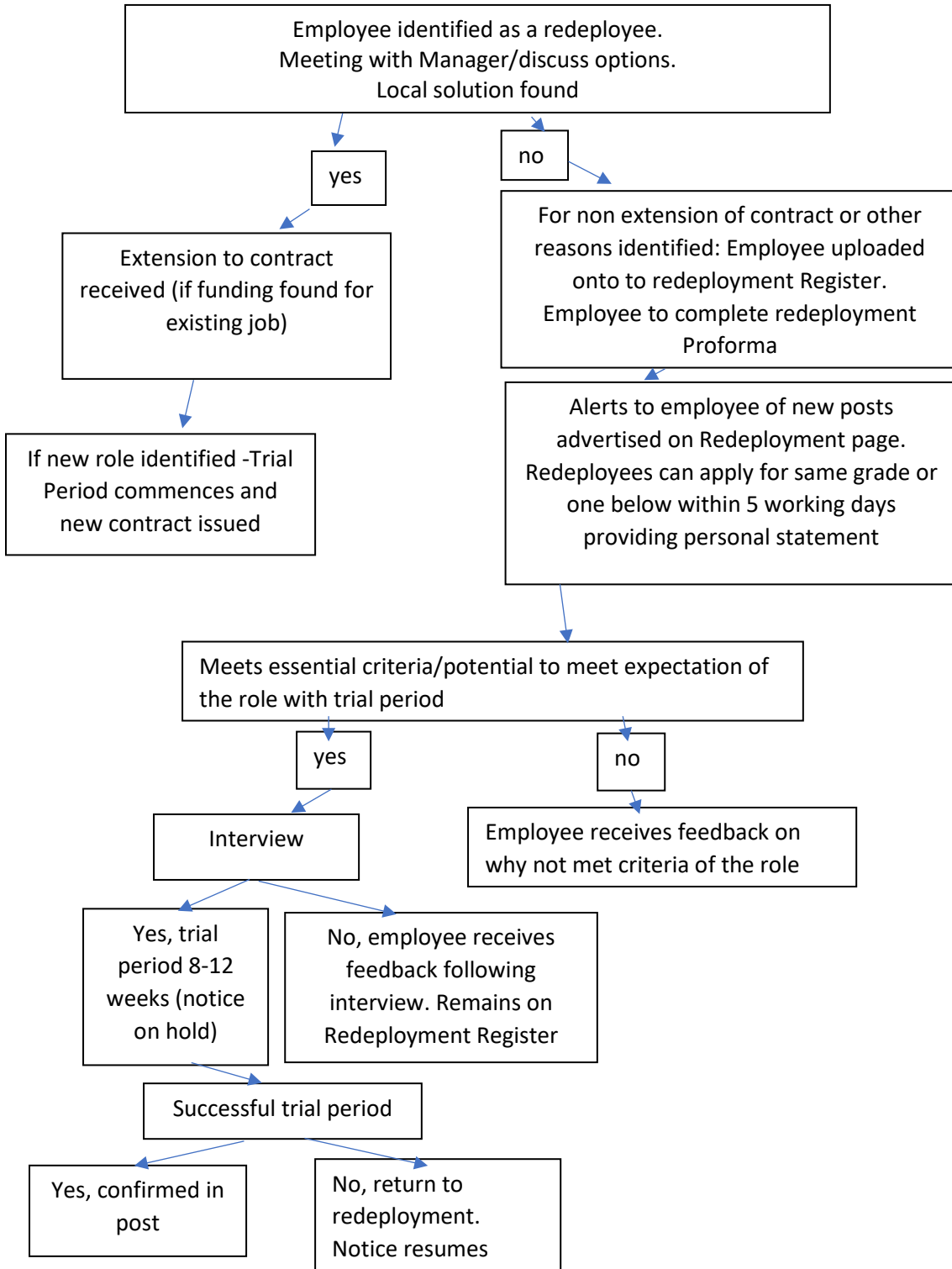
Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 December 2023**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

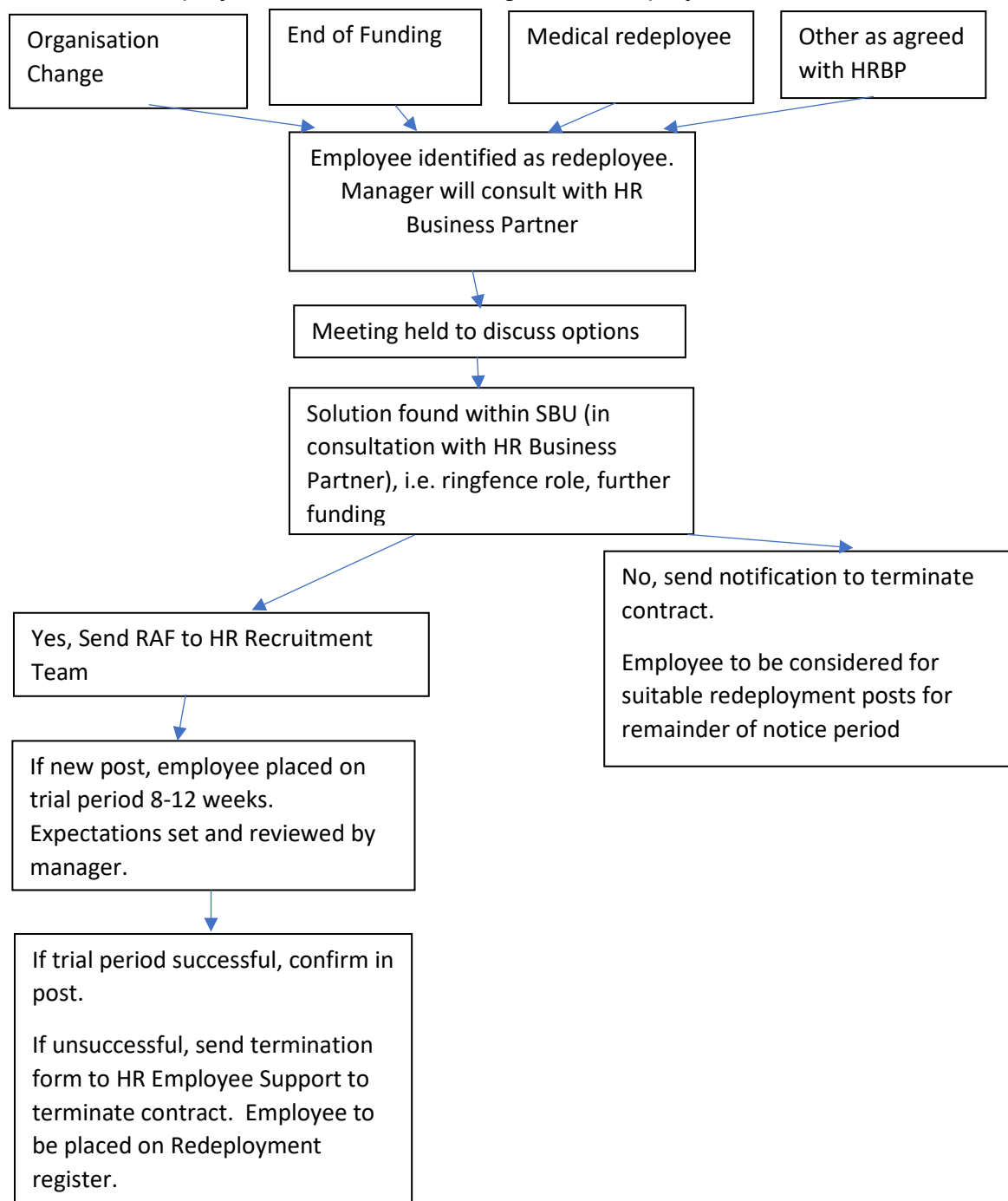
Appendix 1a

Redeployment Process – Redeployee



Appendix 1b

Redeployment Process – Manager of Redeployee



Appendix 1c

