

# UNIVERSITY OF ABERDEEN

## REDEPLOYMENT POLICY AND PROCEDURE

### 1. INTRODUCTION

- 1.1 The University recognises and values the contribution of staff and is committed to maintaining continuity of employment wherever possible. The University will, therefore, make all reasonable efforts to seek redeployment opportunities for eligible members of staff and, in appropriate circumstances, to enable them to continue in the employment of the University.
- 1.2 This policy outlines the circumstances in which redeployment for staff will be considered and the procedure that will be followed. Further information about redeployment as redundancy avoidance can be found in the Consultation on Avoidance of Redundancy Policy.  
(<https://www.abdn.ac.uk/staffnet/documents/policy-zone-employment/Consultation-on-Avoidance-of-Redundancy-Policy.pdf> )
- 1.3 The policy is designed to ensure that a consistent and fair approach is adopted in working towards a successful redeployment outcome.
- 1.4 This policy does not form part of any member of staff's contract of employment. It may be amended periodically following appropriate consultation and/or negotiation with the recognised campus trades unions.

### 2. KEY PRINCIPLES

- 2.1 All managers should accept corporate responsibility for University staff and respond positively to applications from staff who are subject to redeployment.
- 2.3 Staff subject to redeployment should fully cooperate in the redeployment process including a degree of flexibility in considering opportunities that may involve a change in duties, reduction in grade and/or location of work. Where staff are being considered for redeployment as a result of redundancy, the terms of the Consultation on Avoidance of Redundancy Policy will apply in respect of redeployment to a lower graded position and consideration of suitable alternative employment (refer to Section 4.3 of that policy).
- 2.3 The University recognises that some staff may require a reasonable amount of training in order to be redeployed effectively into another role. This will normally be supported. However, where the University considers that the amount of training required to redeploy a member of staff into a particular post would be excessive or unreasonable, the University will not support the redeployment of that member of staff into that particular role. Other redeployment opportunities will be sought instead wherever possible.

### 3. ELIGIBILITY FOR REDEPLOYMENT

- 3.1 This policy normally applies to all staff with 9 months or more continuous service with the following exceptions where consideration of redeployment will apply to staff regardless of service:
  - if redeployment arises as a result of a school/section restructure and staff are placed at risk of redundancy;
  - if redeployment arises as a reasonable adjustment for staff with a disability as defined under the Equality Act 2010.

3.2 Situations where redeployment applies will include the following:

### 3.2.1 Redundancy Avoidance

Members of staff will enter the redeployment process at the point they are formally notified that they are at risk of redundancy in such cases as:

- (i) the closure/partial closure of their area/school/section;
- (ii) becoming displaced, having been unsuccessful in obtaining a post following the outcome of a restructuring exercise;
- (iii) the ending of open ended/funding limited contracts of 9 months duration or more.

The Consultation on Avoidance of Redundancy Policy outlines the University's approach in such situations and terms that apply (including arrangements for trial periods, salary and compensatory payments).

### 3.2.2 Reasonable adjustments as defined under the Equality Act 2010

Redeployment will be considered as one route for making reasonable adjustments for staff with a disability as defined under the Equality Act where this concurs with advice from Occupational Health.

### 3.2.3 Other

There may be exceptional circumstances when it is appropriate to consider a member of staff for redeployment that do not fall within the categories above. Human Resources will determine whether redeployment consideration may be appropriate in such exceptional cases.

## 3.3 Exclusions

3.3.1 Redeployment will not normally be afforded in the following circumstances:

- Members of staff with less than nine months' service by their proposed date of dismissal are not normally eligible to join the Redeployment Register (unless there is an issue of disability, unlawful discrimination or departmental restructure);
- Members of staff who need permission to work in the UK, such as work permit holders/Tier 2 sponsored migrant workers may not be eligible for redeployment, due to the restrictions governing work in the UK.

## 4. PROCEDURE

4.1 The Consultation on Avoidance of Redundancy Policy outlines the process of consultation and placement on the redeployment register where redeployment arises as a result of staff being placed at risk of redundancy. Placement on the redeployment register will be for the duration of the consultation and notice periods. Additional guidance for managers and staff is available at (link to be inserted).

4.2 Placement on the redeployment register for reasons other than risk of redundancy will mirror the process for avoidance of redundancy with staff being placed on the redeployment register normally for a maximum of 5 months. It is acknowledged that in exceptional circumstances the period of time an employee is on the redeployment register may be extended.

## **5. TRIAL PERIODS**

- 5.1 The effect of a trial period is to give both parties the opportunity to assess the suitability of a role. Where the recruitment process has highlighted a possible skills gap the role may therefore be offered on the basis of satisfactory completion of the trial period. This will normally be for 4 weeks but can be extended, if appropriate, for training, up to a maximum of 12 weeks at the discretion of the recruiting manager.
- 5.2 At the end of the trial period, a meeting will be arranged with the member of staff, the recruiting manager and Human Resources, to review the individual's performance in the role. Where the appointment cannot be confirmed alternative arrangements will be discussed with the member of staff with the aim of securing alternative employment wherever possible.
- 5.3 Where notice has been given, if the member of staff has not been successfully redeployed by the end of their notice period, they will be dismissed under the terms of their contractual notice.

## **6. APPEALS PROCEDURE**

- 6.1 Where a member of staff believes that the redeployment policy has been unfairly applied in their case they should raise this immediately with the relevant line manager. If they subsequently wish to formally appeal this should be detailed in writing to the Director of People within 14 days of the disputed decision being taken.
- 6.2 The member of staff will be invited to attend a meeting to discuss their appeal in accordance with the Appeals Procedure (Grievances).
- 6.3 Appeals against termination of employment on the grounds of redundancy will be heard in accordance with the Appeals Procedure (Redundancy).

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