



REDEPLOYMENT POLICY

This policy outlines the University’s approach to redeployment and details additional matters to be considered when doing so.

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1 Purpose and scope

- 1.1 The University recognises and values the contribution of all its staff and therefore aims, as far as possible, to provide security of employment for all staff.
- 1.2 There will however be occasions when the changing needs of the University, may result in employees being considered for redeployment. In these circumstances, it is recognised that the employee concerned may have experience and expertise which will enable them to continue to contribute to the success of the University, in another role, if given appropriate opportunity to do so.
- 1.3 The aim of this policy is to ensure that a fair and consistent approach is adopted in the management of any redeployment cases at the University and to further detail any additional matters which should be considered when doing so.
- 1.4 The policy applies to all employees of the University and in such circumstances as outlined in Section 2 below. It does not apply to workers, agency workers, consultants or self-employed contractors.
- 1.5 This policy is not contractual, and the University reserves the right to amend this policy as necessary to meet any changing requirements or legal obligations placed upon it, or where it is otherwise deemed appropriate.

2 Eligibility for redeployment

- 2.1 Staff will be eligible to be considered under this Policy where any of the following circumstances apply:
 - 2.1.1 Avoiding Redundancy – the Policy will apply to members of staff at the point where they are formally notified that they are at risk of redundancy. They will continue to be covered by the Policy until either the redundancy takes effect, or they are successful in securing alternative work with the University before the redundancy takes effect.
 - 2.1.2 Expiry of Fixed Term Contract - the Policy will apply to members of staff employed on a fixed term contract that is due to expire within the next three months, and where they will have 2 or more years' service with the University at the potential expiry date.
 - 2.1.3 Medical Circumstances – the Policy will apply to members of staff where Occupational Health reports and medical advice indicate that an individual is not able to carry out their current role within the University due to their medical condition and/or disability even with adjustments and/or adjustments are not considered to be reasonable or have been implemented but have been unsuccessful, but where the advice is that they are potentially able to undertake a different role with or without reasonable adjustments.
- 2.2 There may be other exceptional circumstances when it is appropriate to consider an individual for redeployment and for reasons which do not fall within any of the three circumstances described

above. Human Resources will determine whether redeployment consideration may be appropriate in any such exceptional cases.

3 Types of redeployment

3.1 For the purposes of redeployment, the University has identified two types of employment that may arise:

3.2 Suitable Alternative Employment – a suitable alternative role is one that an employee can reasonably be expected to undertake where:

3.2.1 the role is broadly similar to the employee's current role and can be regarded as within the same job category (e.g. both roles are academic roles), and

3.2.2 there is no significant difference between the essential criteria of the role (as outlined in the essential criteria of the Person Specification) and the employee's qualifications, skills, knowledge and experience, and

3.2.3 the terms and conditions offered are broadly similar including pay, level of responsibility, hours and location; and

3.2.4 the employee is able to meet the requirements of the person specification within the trial period and/or within a relatively short period of time with reasonable support or training.

3.3 An individual may choose to apply for a role which they determine to be Suitable Alternative Employment, or such a role may be offered to an individual by the University as part of a formal restructuring process. If a member of staff unreasonably refuses an offer of Suitable Alternative Employment, they will normally lose any entitlement to statutory redundancy pay.

3.4 Alternative Employment – Alternative Employment is defined as a role which does not fall within the definition of "Suitable Alternative Employment" above in paragraph 3.2.

3.5 An individual may choose to apply for a role which amounts to Alternative Employment, however such roles would not normally be offered to an individual by the University as part of a formal restructuring process. As such, if a member of staff refuses an offer of Alternative Employment, they would not normally lose any entitlement to statutory redundancy pay.

3.6 Unless the University determines that a role fits within the definition of 'Suitable Alternative Employment' outlined in paragraph 3.2 above, applications for a higher graded post are not supported under the principles of the redeployment policy and instead should be applied for through the normal recruitment process.

4 Priorities for redeployment

4.1 Within a group of employees the University has an obligation to prioritise some redeployees over others. The priority ordering is as follows:

4.1.1 Priority Group 1 - redeployees facing redundancy who:

- have informed the University of their pregnancy on or after 6th April 2024; or;
- are currently on maternity, adoption or shared parental leave; or
- have, since 6th April 2024, returned to work following their maternity or adoption leave but are still within the 18-month period immediately following their child's birth or placement for adoption. For this extended period of protection to also apply to those who have returned from shared parental leave, the period of shared parental leave must have started on or after 6th April 2024 and a minimum period of at least 6 consecutive weeks of shared parental leave must have been taken.

4.1.2 Priority Group 2 - employees who have a disability (as defined by the Equality Act 2010), and for whom redeployment into an alternative post is considered a reasonable adjustment

4.1.3 Priority Group 3 - all other redeployees.

4.2 Redeployees in Priority Group 1 have a statutory right to be automatically offered any vacancy which has been identified by the University as "Suitable Alternative Employment" for them. In practice, a managed conversation is usually encouraged between the recruiting manager and the redeployee to ensure that the vacancy is genuinely "Suitable Alternative Employment" (see section 3.2 above). Where the redeployment opportunity is "Alternative Employment" (see section 3.3 above), or it is a role for which the individual has chosen to apply rather than being deemed "Suitable Alternative Employment" by the University, the redeployee in Priority Group 1 may still be considered for the role ahead of others. In such circumstances, if there is any doubt at all as to whether the redeployee has the relevant knowledge, skills, qualifications and experience required to fulfil the role, a panel interview process should be carried out to assess suitability for the role.

5 Redeployment process

5.1 Where a member of staff is eligible to be considered as a redeployee under this Policy, they will receive written confirmation of this from Human Resources. Individuals who are eligible due to the expiry of a fixed term contract will automatically become eligible at the point they meet the criteria defined in paragraph 2.1.2 above.

5.2 In the situation of a formal restructuring process, any individuals who may be eligible to be considered for a role that the University has identified as 'Suitable Alternative Employment' for them, will usually be notified of such roles as part of the restructuring consultation process. Such

roles are most likely to be within the proposed revised structure rather than elsewhere within the University. In situations where there are the same number of potentially eligible and appointable redeployment candidates in comparison to the number of proposed 'suitable alternative' roles, individuals will usually be offered the 'suitable alternative' role/s without the need for a formal selection process. Where there are fewer 'suitable alternative' roles available than there are potentially eligible individuals, any identified redeployment candidates will be required to apply for, or 'express an interest' in, the roles available, and a competitive selection process will take place. Should a suitable candidate from Priority Group 1 express an interest in a role, they will be offered the role over and above any other candidates. Should more than one Priority Group 1 candidate express an interest in a role, they will be asked to take part in a competitive selection process with the other candidates from Priority Group 1 and, in such cases, the strongest Priority Group 1 candidate will be offered the role. Candidates will be selected in line with their priority status as identified in Section 4 above. Thereafter, the strongest candidates deemed appointable at interview and/or against any selection criteria applied will be offered any such remaining roles.

- 5.3 In relation to any other 'Suitable Alternative Employment' or Alternative Employment opportunities an individual wishes to be considered for elsewhere within the University, they will be required to apply through the University's normal recruitment process and via the vacancy website (<https://jobs.worcester.ac.uk/Vacancies.aspx>). Individuals should confirm their eligibility to apply as a redeployment candidate by selecting the relevant option on the online application form.
- 5.4 Where a redeployment candidate has applied for an advertised vacancy, providing they meet all essential criteria detailed within the person specification, they will be guaranteed an interview. This will be the case even where other applicants have been ranked as higher/a stronger applicant through the shortlisting scoring system.
- 5.5 For any roles where a redeployment candidate has been shortlisted for interview, a member of HR will normally be included on the interview panel.
- 5.6 If after interview a redeployment candidate meets the essential criteria of the role and is deemed appointable - i.e. the interview panel determines that they could successfully carry out all of the required duties of the role, either immediately or after a short training period (see paragraph 7.1.2 below for further details on training periods) - they will be offered the role over and above any stronger (non-redeployment) candidates interviewed. In situations where multiple redeployment candidates have applied for the same role, as detailed above in paragraph 5.2, any candidates in Priority Group 1 will be offered the role first. In a situation where multiple Priority Group 1 candidates have applied and undergone a competitive process, the strongest Priority Group 1 candidate will be selected. Thereafter offers will be made based on the candidate's priority status as identified in Section 4 above and then on the strongest redeployment candidate at interview.

- 5.7 If the redeployment candidate accepts and is appointed to the post, their eligibility for any redundancy payment will depend on the start date of the new post. If the member of staff will be re-engaged in the new role either immediately on, or after an interval of not more than four weeks after, the otherwise effective date of redundancy, they will not be eligible for a redundancy payment. In this situation, their employment would be deemed as continuous. In the event that the start date for the new role is more than 4 weeks after the otherwise effective date of redundancy, the redundancy payment would be made, and a break of service would occur. This time period may be extended by any agreed trial period (see section 7 below). The University will determine the appropriate start date for the new role at the point of offer based on business need.
- 5.8 If the redeployment candidate is offered but declines the post, their entitlement to any redundancy payment would be determined by whether the University considers the role to have reasonably amounted to 'Suitable Alternative Employment' and the candidate's reason for declining the post.
- 5.9 If after interview a redeployment candidate is deemed not appointable to the role for which they have applied, constructive feedback will be provided to them as to why, usually by either the HR representative on, or Chair of, the interview panel. Such feedback can be provided verbally and/or in writing.
- 5.10 Appeals - Any redeployment candidates who have concerns about a decision not to appoint them to a suitable alternative role or an alternative role in accordance with the Redeployment Policy will have the right to raise such concerns in writing to Human Resources. Individuals should do so as soon as practicable, and within no more than 5 working days from the date on which they were informed of their unsuccessful application or interview. A member of Human Resources who was not on the interview or shortlisting panel and another independent manager equivalent to that of the original recruiting manager or interview chair will investigate the matter further, which may include speaking to the Chair of the interview or shortlisting panel and reviewing interview panel notes or documented shortlisting decisions. If the post which they applied for has not been filled, a final decision will then be taken on whether the redeployment candidate should be invited to interview or offered the role and, if not, further detailed reasons as to why will be provided to the individual concerned within no less than a further 5 working days from the date of receipt. The decision will be final and there is no further right of appeal.

6 Responsibilities in relation to redeployment

6.1 Line Managers

6.1.1 Will seek to redeploy an employee internally within their own department where possible.

6.1.2 Supports the employee in seeking employment elsewhere within the University.

6.1.3 Allows redeployees reasonable time to prepare for and attend interviews while seeking employment within the University.

6.1.4 Will facilitate IT access and, as needed, appropriate computer literacy support for the employee to view and apply for suitable vacancies. This may be particularly important for those who are not in regularly desk-based roles.

6.2 Recruiting Managers

6.2.1 Will respond positively to requests to consider applications from redeployment candidates.

6.2.2 As a priority will offer roles to suitable employees seeking redeployment, or employees who could become suitable with sufficient training during a reasonable period.

6.2.3 Will provide essential training and support during any agreed trial period.

6.2.4 Provides constructive and evidenced feedback, in a timely manner, to any redeployees deemed not appointable to a role for which they are responsible for recruitment into.

6.3 Individuals seeking redeployment

6.3.1 Frequently reviews details of current vacancies advertised at the University and will apply for suitable vacancies identified.

6.3.2 With an open mind, will fully consider any reasonable offer of redeployment, with as much flexibility as possible.

6.3.3 Will not unreasonably turn down any offer of Suitable Alternative Employment and, if necessary, will provide a written confirmation of any decision to decline an offer of Suitable Alternative Employment, explaining why they consider it not to be suitable.

6.4 Human Resources

6.4.1 Provide advice and support to line managers, recruiting managers and individuals seeking redeployment through this policy.

6.4.2 In cases of potential redundancy or medical incapacity, confirm an individual's redeployment status as soon as they are eligible, and the timescales that apply to the redeployment period.

6.4.3 Liaising with recruiting managers at both shortlisting and interview stage to ensure due and fair consideration is given to any redeployment candidates who have applied for their vacancy.

6.4.4 In cases of potential redundancy or medical incapacity, notifying redeployment candidates of any specific posts identified and that may reasonably constitute 'Suitable Alternative Employment'.

6.4.5 Ensuring adherence to the Redeployment Policy and promoting its consistent application.

7 Redeployment support

7.1 Training and development

- 7.1.1 Individuals are entitled to a reasonable amount of time off, during their period of redeployment and subject to the approval of their line manager, to participate in any training and development activities that may be deemed beneficial to help them to secure an alternative role. The cost of such training may be borne by the University with the approval of the relevant budget holder.
- 7.1.2 Where training is required to upskill a member of staff to undertake an alternative role for which they have applied under this Policy, reasonable support for this will be considered. Such training may be via a combination of in-house or external providers where it is likely that, with this training, the member of staff would be expected to be fully operational to undertake all aspects of the role within a period of 12 weeks or less.

7.2 Trial periods

- 7.2.1 Employees who are given notice of dismissal for redundancy have a statutory right to a trial period of four weeks for any Suitable Alternative Employment offered. A trial period may also be used where suitability for the post is disputed or unclear, and so trial periods can also be applied to individuals who are eligible for redeployment for any of the three reasons identified (see Section 2 above).
- 7.2.2 Trial periods may be extended beyond four weeks by agreement with the recruiting manager and the redeployee in consultation with HR. Any extensions must be confirmed in writing and will normally be for a maximum of a further 8 weeks (therefore a maximum of 12 weeks in total) to allow for further reasonable training (see section 7.1.2 above).
- 7.2.3 If the employee, during or at the end of the trial period, informs the University in writing that they wish to terminate the trial period, the individual's employment will end with no further notice, unless the trial period commenced before their original notice period would have otherwise ended, in which case they will be paid for any remaining balance of the contractual notice period required. Any redundancy payment due (if applicable) will also be paid. If the University determines that the employee has unreasonably refused the offer of Suitable Alternative Employment, the employee will normally lose any entitlement to statutory redundancy pay.
- 7.2.4 During or at the end of the trial period, the University may terminate the trial period for a reason connected with any difference between the employee's previous employment and the new role (e.g. the employee has been unable to demonstrate their ability to fulfil a duty or requirement of their new role and which was not previously a requirement of their old role). The individual's employment will end with no further notice and any redundancy payment (if applicable) will be paid at the rate that would have otherwise been applied on their originally scheduled last day of service.

7.2.5 Where the trial period is successful, the employee will be confirmed in the new post.

8 Pay and conditions of service

8.1 If an employee is redeployed into a post at the same salary banding as they are currently employed with the University, they will be appointed into their new role on the same spine point as their current post.

8.2 Where an employee is redeployed into a post at a lower salary banding, they will be appointed at the top spine point of the salary banding (excluding contribution points) which is applicable to the new role they are being redeployed into. A period of pay protection will not apply and any change in salary would therefore take effect from the commencement of any trial period which may be applied.

8.3 Any other changes in terms and conditions of the new post will also apply from the date any trial period commences.

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