

Redeployment Policy

If you are reading a printed version of this document, you should check

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12>. This reference number can then be used to identify each specific document, which can be helpful if there are name changes) to ensure you have the most up to date version.

1 Introduction

- 1.1 It is the aim of the University by careful forward planning, to ensure as far as possible, security of employment for all its employees. However, it is recognised that there may be changes from time to time for example, due to organisational requirements, which may affect staffing needs. Where it is necessary to make posts redundant the University will seek to redeploy employees into suitable alternative vacancies elsewhere in the University. Whilst the University is committed to seeking to redeploy employees at risk of redundancy it is acknowledged that this will not always be possible.
- 1.2 The University, in partnership with the campus trade unions, seeks to maintain and enhance its viability and efficiency in order to safeguard the current and future security of its employees and this policy enables employees to be redeployed to suitable posts within the institution where possible.
- 1.3 This policy is operated alongside the University's agreed policies and guidance documents including
- Policy and Procedure on Contracts of Employment,
 - Security of Employment Policy,
 - Pay Protection Policy,
 - Introducing Change to Organisational Structures
 - Statutes and Ordinances.

It is not intended to replace these policies and procedures and does not affect the rights of an individual to appeal against any redundancy or dismissal procedure.

- 1.4 This policy and associated policies and procedures do not form part of any employee's contract of employment and may be updated at any time.

2 Scope

- 2.1 This policy applies to all employees employed by the University with the exception of employees;
- who are being dealt with through other procedures as a result of poor performance during their probationary period unless for one of the reasons listed in section 4.
 - who are an apprentice whereby their Apprenticeship Agreement/Contract is ending in line with their apprenticeship programme
 - who are engaged as agency workers, interns, or casual workers

3 General Principles

The principles of this policy are as follows: -

- 3.1 It is essential that this policy is adhered to throughout the redeployment process and all employees are treated fairly and consistently;
- 3.2 Employees who have redeployee status will automatically be considered first for any vacant post within the University at their current grade, for which they apply*
- 3.3 Employees who have redeployee status must work jointly with the University in seeking alternative work and should not unreasonably refuse to apply for and accept (where offered) a suitable alternative post.
- 3.4 Employees who require a Certificate of Sponsorship and visa to work in the UK are still subject to the visa and assessment rules in place and cannot automatically move their visa from one role to another. Before applying for an advertised role, these employees are advised to seek guidance from People and OD (People.GlobalMobility@manchester.ac.uk) to determine whether the vacancy is suitable for sponsorship or not before applying;
- 3.5 Regular meetings must take place between the line manager and the employee throughout the process to review progress, exchange information and to provide support and feedback. The

frequency of these meetings will be dependent on the reason for redeployee status, and will be determined by the line manager and employee;

*Employment Legislation may require that specific categories of employees are considered for redeployment opportunities before other redeployees.

3.6 In accordance with the Security of Employment Policy, if an employee is redeployed into a temporary post (e.g. maternity cover/internal and external secondment) then they will remain “at risk” and any redundancy will be suspended during the period of temporary redeployment.

3.7 Employees have the right to be represented by a trade union representative or work colleague during the process, except at informal interview and competitive interview stage.

4 Identifying Redeployees

4.1 There are a number of reasons why an employee will be identified as a redeployee. This may be as a result of:

- a) Being placed at risk of redundancy due to organisational change or restructure;
- b) A fixed term/Finite Funded Permanent Contract or a specific project is about to cease;
- c) An employee no longer being able to perform the duties of their current role due to a disability or underlying health condition, and there is medical evidence to support that they may be able to carry out other duties in an alternative role;
- d) Where it has been identified that due to capability an employee is no longer able to perform the substantive duties of their current role to the required level, but it has been identified that they may be able to carry out other duties in an alternative role.

4.2 The Head of People and OD for the Faculty / PS will approve redeployment status in the cases of health and capability.

5 Priority for Redeployment

- 5.1 Employees who have redeployee status will be considered for vacancies before other internal or external applicants, as set out in Section 7.
- 5.2 In the event of an employee becoming eligible for redeployment after the post has been opened up to internal and/or external candidates, the recruiting manager must give due consideration to the redeployee's application and arrange to interview them as soon as possible if they are considered suitable for the role. Redeployees cannot be considered once the vacancy has been formally offered to a suitable internal or external candidate.

6 Roles and Responsibilities

Role	Responsible for
Individual subject to redeployment	<ul style="list-style-type: none"> • Co-operating and adhering fully to the Redeployment Policy • Registering to receive job alerts • Reviewing details of vacancies regularly • Proactively searching for other opportunities both internally and externally • Considering and applying for all suitable alternative vacancies • Applying via Job train for suitable vacancies • Be proactive in confirming eligibility of redeployee status when applying for internal roles via Job Train • Being willing and proactive in identifying and undertaking training that will enhance prospects of redeployment • Being as flexible as possible when considering suitable alternative, or alternative roles which may involve an appropriate level of training • Considering reasonable changes in working arrangements, pay and responsibilities • Preparing for interviews and selection processes • Keeping your line manager aware of any planned absences e.g. annual leave.
Current Head of School / Directorate / Manager	<ul style="list-style-type: none"> • Notifying the relevant Head of People and OD/People and OD Partner as soon as possible of any potential redeployment situations as a result of the reasons listed in section 4.1 • Meet with the employee as soon as possible to explain the redeployment process, ensure their CV and any other information is up to date, explain how to register for job

	<p>alerts, and identify any training needs (as appropriate) including interview skills (see Redeployment Information Form).</p> <ul style="list-style-type: none"> • Providing ongoing support and advice as appropriate to staff subject to redeployment • Seeking appropriate opportunities to assimilate individuals who are subject to redeployment to suitable alternative posts within their area • Accepting University responsibility for employees by responding positively to requests to consider employees subject to redeployment • Maintaining a record of all meetings and communications regarding the redeployment process in relation to the member of staff. • Supporting and encouraging the enhancement of transferable skills by training, re-training (as appropriate), coaching • Enabling employees to take up redeployment opportunities as soon as possible • Allowing reasonable time off for redeployees to attend interviews or training as appropriate • Considering alternatives to redundancy, for example, seeking further funding
<p>Recruiting/Receiving Head of School / Directorate / Manager</p>	<ul style="list-style-type: none"> • Considering redeployees ahead of any other applicants • Assessing redeployees against the essential criteria for the post • Interviewing redeployees to assess where they meet essential criteria as early as possible after the closing date • Monitoring, documenting and determining suitability during an agreed trial period (Redeployment Trial Period Form) • Providing essential training and support during an agreed trial period • Providing detailed feedback and evidence of unsuitability of redeployees in writing to the relevant Head of People and OD/People and OD Partner on the non-appointment of a redeployee
<p>People and Organisational Development Directorate – Head of/People and OD Partners</p>	<ul style="list-style-type: none"> • Approving redeployment status in the cases of capability and ill-health (People and OD Partner /Head of People and OD). • Advising on the eligibility of redeployment candidates for specific posts

	<ul style="list-style-type: none"> • Liaising with the recruiting manager to ensure prior consideration for vacant posts • Liaising with Occupational Health & DASS in appropriate cases • Providing advice and guidance to the employee, their current line manager and any potential receiving manager throughout the redeployment process • Ensuring adherence to the Redeployment Policy and promoting its consistent application.
People and Organisational Development Directorate – Employment Services	<ul style="list-style-type: none"> • Confirming redeployee status at the earliest opportunity
The Director of People and Organisational Development	<ul style="list-style-type: none"> • Reviewing the application of the policy in consultation with the Campus Trade Unions • Advising the P&OD Sub Committee of the effectiveness of the policy in addition to recommending any revisions • Reviewing the outcome of a refusal by a manager to offer the redeployee a role • Reviewing a refusal by a manager to extend a trial period or to accept the individual as suitable for the role at the end of the trial period • Reviewing a refusal by a redeployee to accept the offer of a suitable alternative role
Trade Union Negotiating Group	<ul style="list-style-type: none"> • Review the application of the policy with the People and Organisational Development Directorate

7 Process for redeployment of staff with redeployee status

- 7.1 Once it has been established that an employee will be subject to redeployment in accordance with one of the reasons set out in section 4.1 above, the employee will meet with their manager to discuss the redeployment process.
- 7.2 All vacancies will initially be advertised internally for 5 working days and ring-fenced to applications from redeployees, other than academic/research vacancies, which will be advertised concurrently to redeployees and to internal and external candidates for 31 calendar days. Redeployees who apply for such roles will be given priority if they meet the essential criteria for the role or could do so with reasonable training within a reasonable timeframe.
- 7.3 As outlined in Section 6, all redeployees will be expected to apply for all suitable vacancies and it is redeployees responsibility to apply for all suitable vacancies.
- 7.4 Should there be no suitable applications during the initial 5-day period, the post may be re-advertised internally or externally as appropriate. In the event of an employee becoming eligible

for redeployment after the post has been opened up to internal and/or external candidates, the recruiting manager will consider the redeployee's application as soon as possible and, if suitable, arrange an interview. This will be the case at all stages of recruitment unless the post has already been formally offered to another applicant.

- 7.5 It is expected that an interview will be used for determining the redeployee's suitability for a vacancy. Prior to an interview taking place, the recruiting manager and redeployee may meet to discuss the post in more detail with the purpose of establishing if the redeployee meets or can be trained in a reasonable timescale to meet the essential criteria in the job's person specification. A candidate may not meet the full specification of the job but with a reasonable amount of training, development and support, and within a reasonable timescale would be able to carry out the role. The recruiting manager will be responsible for providing feedback to the individual.
- 7.6 An interview process will normally take place; each circumstance will vary according to the job role. The format of the interview will be determined by the role in question and with advice from within the People and Organisational Development Directorate. Other forms of assessment may be appropriate.
- 7.7 The interview panel will be expected to keep a written record of their decision and the reasons for their decision. There may be occasions when there is more than one suitable candidate with redeployee status who is suitable for the vacancy. In such cases the panel must appoint the most suitable person to the vacancy based on the criteria/person specification for the job.
- 7.8 The suitability of redeployees for the post will be initially determined through the recruitment process and then based on the assessment at interview and subsequently through assessment during the trial period if deemed to be appropriate. Therefore, references will not normally be requested from previous managers.
- 7.9 In cases where the recruiting manager considers the individual to be unsuitable for the role and the People and OD Partner considers the employee to be suitable, the matter will be referred to the Director of People and Organisational Development for review. The Director of People and Organisational Development will consider whether the refusal was reasonable or not.
- 7.10 The University aims to secure redeployment to suitable alternative roles, i.e. a post at the same grade and level of responsibility, taking due account of the individual's skills and their personal circumstances and the reasons for the redeployment. This may vary for cases arising as a result of capability issues relating to either ill-health or performance or where redeployment is to a lower graded post at an individual's request.
- 7.11 An employee who is subject to redeployment may be accompanied by a trade union representative or work colleague at all meetings to discuss their own case but not at informal/formal interviews for vacancies.

8 A Suitable Alternative Role

- 8.1 When considering whether an alternative role is suitable, the following factors will be taken into account:
- The individual's grade and pay
 - The individual's skills and experience (do they have the right skills and experience for the new role)
 - The aptitude and capability of the individual to undertake the work
 - Working arrangements i.e. hours of work
 - Any training that could be provided to enhance skills and experience
 - Level of responsibility relevant to previous role
 - Location and accessibility
 - Personal circumstances

9 Refusal to Accept a Reasonable Offer of Suitable Alternative Employment

- 9.1 Where an employee declines redeployee status and does not wish to be considered for suitable alternative employment or they refuse to accept a reasonable offer of employment, then they must notify the Director of People and Organisational Development immediately and in writing of their decision and their reasons for this.
- 9.2 The Director of People and Organisational Development will consider whether the refusal is reasonable or not.
- 9.3 If the refusal is considered unreasonable and the offer is of suitable alternative employment, the employee may not be entitled to a redundancy payment. In circumstances where the individual refuses a suitable alternative position and is not at risk of redundancy, their employment may, if appropriate and subject to the correct processes and procedures, be terminated appropriately in accordance with their notice period.
- 9.4 The individual will have the right of appeal in accordance with due process.

10 Trial Period

- 10.1 In accordance with legislation, where redeployed employees are offered a new position, a trial period of a minimum of 4 weeks (or longer if mutually agreed in writing in advance – subject to a maximum of 6 months) may apply to allow for retraining as provided by s138(6) of the Employment Rights Act 1996. This takes account of the fact that some employees may be capable of fulfilling the essential criteria for the post after a reasonable period of training has been provided.
- 10.2 In establishing a suitable trial period, managers should consider what would be a reasonable period of time for the individual to be able to fulfill the requirements of the role. This is likely to vary from role to role. Where managers are unsure then advice should be sought from their People and OD Partner.
- 10.3 Managers should take account of the fact that some staff may be capable of fulfilling the essential criteria for the post after a reasonable period of training has been provided. This should be subject to the appointing manager and the individual agreeing a reasonable period of time within which the required level of competence should be achieved.

- 10.4 The trial period should be agreed and fully documented before the post is taken up and must include target review and completion dates within the agreed trial period, unless it is agreed that the development needs require a longer period. Managers should complete [“The Trial Period” pro-forma](#) and provide a copy to the individual and to People and OD Services.
- 10.5 Monitoring during the trial period should be undertaken and recorded by the new manager who should regularly liaise with the member of staff and the People and OD Partner, should there be any issues which may impact upon the suitability of the member of staff for the position on a permanent basis.
- 10.6 Should the member of staff determine that the post is unsuitable, or be deemed by the manager not to be appointable after a reasonable period of training, then the reasons must be submitted in writing to the Director of People and OD for consideration.
- 10.7 If the reasons are justified then other redeployment opportunities will be sought in accordance with the provisions of the Redeployment Policy and subject to any notice of termination. Should the reason submitted by the member of staff not be justified then in such circumstances a meeting will be convened with the individual (and their trade union representative if they choose) to discuss this, which may lead to their employment being terminated.

11 Pay Protection

- 11.1 The [Pay Protection Policy](#) confirms the arrangements that will apply in rare circumstances where it has been agreed to redeploy an employee to a lower graded position.
- 11.2 Consideration of the circumstances and approval for the awarding of pay protection will be at the discretion of the appropriate Faculty/PS Head of People and OD and in consultation with the appropriate senior manager. Written approval must be obtained in advance of any offer of appointment.
- 11.3 Where an employee who is “at risk”, chooses by their own volition to apply for a lower graded vacancy without prior approval and before all opportunities to secure alternative roles on a comparable basis have been exhausted, pay protection will not be awarded should they choose to accept that role.

12. Timescales

- 12.1 The timescales that employees will be considered a redeployee will vary according to the circumstances that led to them being given redeployee status, as set out in section 4.1 above and in accordance with the application of any relevant guidance/policy.
- 12.2 The University has agreed that in the circumstances defined in section 4.1(a) above, employees will be given redeployee status from the date of the first collective consultation meeting with the Trade Unions. They will remain a redeployee for a period of 6 months, or until the expiry of their

notice period whichever is the greater period, or until they are no longer at risk of redundancy, during which time the provisions of the Redeployment Policy will apply.

- 12.3 In accordance with the [Introducing Change to Organisational Structures procedure](#) any employees who have not been selected for a role in the new structure, will be issued with notice that confirms attempts will continue to secure their redeployment, but that if they are not appointed to a role, their employment will terminate on a date no later than the date 6 months after they were declared at risk and identified as a redeployee, as outlined in paragraph 12.2.
- 12.4 In the circumstances defined in 4.1(b) above, where appropriate the member of staff will be given redeployee status four months before the potential expiry of their contract. The redeployment process will then continue in accordance with the [Policy and Procedure on Contracts of Employment](#).

13. Consultation

The University is committed to undertaking meaningful collective consultation with the campus Trade Unions and affected individuals at the earliest opportunity.

Document control box	
Policy / Procedure title:	Redeployment Policy
Date approved:	December 2022
Approving body:	PRC
Version:	7
Supersedes:	Redeployment Policy, March 2007, updated Sept 2011 & August 2013, February 2014, (amended July 2014 & Sept 2014), April 2015, November 2016, December 2020.
Next review date:	2025
Equality impact outcome:	Low
Related Statutes, Ordinances, General Regulations:	Ordinance XXIII
Related policies:	Security of Employment Policy Pay Protection Policy Policy and Procedure on Contracts of Employment
Related procedures:	Introducing Change to Organisational Structures Redeployment Information Form
Policy owner:	Director of People and Organisational Development
Lead contact:	P&OD Policy Manager