REDEPLOYMENT POLICY

1.0 POLICY STATEMENT

Birkbeck recognises the importance of job security for staff and the benefits of continuity for effective service provision. The College is committed to retaining the valuable skills, knowledge and experience of existing staff through redeployment, where this is practicable.

The College is seeking to actively redeploy staff into suitable alternative work who are:

- Selected for redundancy and have at least 2 years’ (1 year’s continuous service if employment started before 6 April 2012) continuous service at the date on which employment is expected to terminate;
- unable to continue within their job, for example, due to a disability; for health reasons, capability or other appropriate reasons, for example, as part of an agreed conflict resolution;
- employed on a fixed term contract of at least 2 years’ (1 year’s continuous service if employment started before 6 April 2012) that is due to end, for example, due to the removal of funding or to completion of a project or piece of work.

The College will endeavour to seek to redeploy staff into suitable alternative jobs at the same grade (spine point) normally on the same terms and conditions where this is practicable. Staff who wish to be considered for jobs at a higher grade will need to apply for these through the normal competitive recruitment process.

1.1 Scope

This policy applies to all staff eligible for redeployment. It does not apply to staff who are redeployed as a sanction in relation to conduct. Details of staff affected will be held on the redeployment register within Human Resources (HR). Redeployees will be registered for job alerts for all internal vacancies. Staff are also advised to register for job alerts with external job boards such as jobs.ac.uk. Staff will remain on the register and be considered for suitable opportunities until the end of their employment contract.

2.0 PROCEDURE

2.1 Redeployment Process

Redeployees will normally be considered before any internal or external applicants are called for interview for suitable opportunities.

Once a vacancy is identified as potentially suitable or an employee expresses an interest in a vacancy, the process below will normally be followed:

The employee will be asked to submit their CV and personal statement outlining the skills, knowledge and experience they can bring to the job based on the requirements of the job description and person specification.
The recruiting manager and HR will consider the application against the selection criteria and person specification and if it is felt that the job may be a suitable match, an interview will be offered to the employee and feedback on the outcome provided.

There will normally be a trial period (see Section 2.2 Trial Periods). If it is felt that some training or retraining is needed, the recruiting manager will liaise with HR to arrange this.

If the employee continues in the new job at the end of the trial period, the employee is deemed to have accepted the new post and notice is effectively withdrawn. The employee begins a new contract on an open-ended or fixed term basis.

In cases of redundancy, where the employee is redeployed into a fixed term post they will normally remain at risk of redundancy and be offered a further meeting to explore other potential redeployment opportunities. The employee will be given notice of redundancy, unless another suitable vacancy becomes available and they will be returned to the redeployment register during their notice period.

2.2 Trial Periods

Staff are entitled to a trial redeployment period of 4 weeks in a new post. This is encouraged by the College as it allows the employee and the new manager to assess whether the job is suitable. Both parties are expected to make every effort for the trial period to be successful. However, if there are reasonable concerns about suitability, the trial period may be ended by either party subject to submitting a written request outlining the reasons for this.

In some cases, for example, where a period of retraining is agreed, the trial period may be extended by mutual agreement for up to a further 4 week period.

A review will be held by the line manager prior to the end of the trial period and if this is successful, the employee will be confirmed in post. If the trial period is unsuccessful, the member of staff will continue, for as long as their employment with the College continues, to be considered for other suitable work where available and remain on the redeployment register until the end of their contract of employment.

2.3 Redundancy Payments

In cases of redundancy, where another suitable opportunity does not become available or where redeployment is not confirmed following a trial period, the member of staff will normally remain entitled to a redundancy payment based on their original contract end date prior to the start of the trial period. If a member of staff at risk of redundancy unreasonably refuses an offer of suitable alternative employment, they may lose their right to a redundancy payment.

2.4 Pay Protection

If a redeployee accepts a job that is one grade lower than their current/previous role, their salary at the date of redundancy/redeployment, excluding allowances, will be protected for one year (excluding discretionary points).

Where a redeployee requests to be considered for a job that is more than one grade below their current grade, pay protection will be offered, for one year, on the top (non-discretionary) spine point of the grade of the new job, where it is felt that there is a suitable match.

2.5 Support for Employees

Line managers and HR will have joint responsibility to ensure that staff are supported through a potential redundancy/redeployment situation.

Companions at Meetings: Employees have the right to be accompanied to meetings by a Birkbeck trade union representative or a Birkbeck work colleague. Companions may assist staff
in stating their case but may not answer instead of the employee. The right to a companion does not extend to job interviews held as part of the redeployment process.

**Time Off**: Staff will be given support to seek other employment, attend interviews or undertake training.

**Counselling**: It is acknowledged that this can be a difficult and stressful situation for staff and the College provides additional support for staff through the University of Westminster’s *Only Connect* counselling service.

### 3.0 GUIDANCE

#### 3.1 What is Suitable Alternative Employment?

Suitable alternative employment consists of matching the employee to a vacant post taking into account the similarity of:

- the nature of the work of the employee’s current/previous job;
- the terms and conditions of the post being offered including pay, hours, location and status;
- the employee’s skills, abilities and experience that are relevant to the job.

Reasonable requests for training or retraining will be considered for staff where necessary to support redeployment into another suitable post.

In a restructure, downsizing or redundancy situation, employees may be redeployed to a similar role or into their previous job. For example, staff who are placed at risk of redundancy due to low student enrolment, may return to or continue in their current/previous job if recruitment picks up sufficiently to allow the course to run before their employment terminates.

Staff who require certificates of sponsorship and visas to work in the UK may not be eligible for redeployment to a suitable alternative post, as this would not meet the criteria required by the UK Border Agency. Such staff, if affected, should apply for vacancies once an advertisement has been published.

#### 3.2 Redeployment into a Fixed Term Post

If an employee accepts a fixed term appointment when at risk of redundancy, the employee will normally remain subject to redundancy. At the end of the fixed term contract they will be dismissed for reasons of redundancy unless another suitable job opportunity arises. The original business case will apply. If, however the fixed term period is for longer than 12 months, or circumstances change, the business case should be updated and a further consultation period should be held.

#### 3.3 Trial Periods

If the trial period is successful, the employee will be confirmed in post and written confirmation will be provided of the terms and conditions that apply.

If a trial period is considered unsuccessful by either party:

- the trial period will be ended and the employee’s employment may also end at that point;
- the employee may return to their previous post for the duration of their notice period;
- the employee may be required to provide support in another role or work area; or
the employee may not be required to attend work.

There is no set limit to the number of opportunities that are offered, as this will depend upon the individual situation, however, if a post is unreasonably refused, the employee may lose their right to further consideration and potentially the enhanced element of their redundancy pay.

If the redeployment process is unsuccessful consideration should be given to how the employment will be terminated, for example:

- Early retirement
- Ill-health retirement
- Redundancy
- Capability in relation to performance or health

Reference should be made to the relevant policy.

4.0 RESPONSIBILITIES

The following have direct responsibilities under this policy:

- **Employees**
  - Take active steps to seek alternative work within the College and bring to the attention of human resources, their expressions of interest.
  - Consider vacant positions and apply without undue delay, submit a CV and supporting statement highlighting relevant skills, experience and competencies against the job and person specification.

- **Line Managers**
  - Work collaboratively and supportively through the redeployment process to consider staff for opportunities within the College.
  - Provide management support and guidance to staff including arranging training and agreeing time off for staff to undertake redeployment activities (see Section 2.5 Support for Employees).

- **Recruiting Managers**
  - Give priority consideration to applications from staff who are subject to redeployment.
  - Provide feedback to HR and the employee on the outcome of the application and/or interview.

- **Human Resources**
  - Provide advice and support to managers and staff throughout the process including identifying suitable alternative opportunities and attending meetings, where appropriate.
  - Notify staff of the redeployment register.
  - Maintain and coordinate the redeployment register.