

## REDEPLOYMENT Procedures

1. In order to minimise job losses, the College will seek where possible to redeploy and retain employees whose posts are redundant.
2. Once an employee's post has been identified as being at risk of redundancy and before the redundancy takes effect the College will ensure that the employee is aware of how to register and access vacancies through the College's online redeployment module. An employee can then set up vacancy alerts for roles that meet their skills and criteria. If there is a possible match the employee will receive an email alert when the vacancy is added to the system notifying them that they can apply.
3. Where a post/s in the College are identified as redundant, posts elsewhere in the College requiring similar skills will not be filled until employees at risk of redundancy who have applied for the roles through the online redeployment module have been given prior consideration.
4. Employees who are at risk of redundancy and who apply for vacancies through the redeployment system will be guaranteed an interview if they meet the essential criteria for the role.
5. Where there is only one candidate with the required competencies or the potential to develop the required competencies, the Head of Department and a representative from Human Resources will meet with the employee to confirm suitability and to plan any training needs.
6. Where more than one suitable candidate at risk of redundancy is identified, a selection process will be determined to identify the most suitable candidate and plan any training requirements.
7. The suitability of any alternative role will depend on all relevant factors such as their current role, grade and transferability of the employee's skills, aptitudes and experience, level of responsibility and available training.
8. In seeking to redeploy an employee at risk of redundancy, consideration will be given to the suitability of the new position with that previously held in terms of grade and hours of work. It is acknowledged that exact matches may not be possible and a flexible approach will therefore be necessary from both employees and relevant managers.
9. Following the above process, the Head of Department in which the post exists will be required to appoint the candidate (or the most suitable candidate) at risk of redundancy to that post subject to trial period arrangements as set out below.
10. If an offer of suitable alternative employment is made after notice of dismissal is issued, Human Resources will issue the employee with a withdrawal of notice letter, before the redundancy takes effect, together with details of any offer of alternative employment.

11. Where an employee is offered suitable alternative employment and unreasonably declines the role this may result in the termination of their employment at the point their substantive role comes to an end without rights to redundancy pay.
12. Where an employee is on maternity leave, adoption leave or additional paternity leave, and their post has been determined to be no longer required or they have been provisionally selected for dismissal on the grounds of redundancy, and that dismissal will take effect during the period of leave, they will have priority to be offered a suitable alternative vacancy (if one is available) over all other employees. Where the number of suitable alternative vacancies is less than the number of employees to whom this paragraph applies, appointment will be on the basis of competitive interview.
13. It should be noted that the College may have legal obligations to give priority consideration for suitable alternative vacancies to employees who are not under notice of redundancy, such as an employee who is disabled under the Equality Act 2010 and at risk of dismissal on capability grounds for reasons relating to their disability.

### **Trial Periods**

14. When an employee has accepted an offer of suitable alternative employment the appointment is normally subject to a trial period. For employees in grades 2 – 5 this will normally be a minimum of four weeks and a maximum of 3 months. For employees in grades 6 – 10 this will normally be a minimum of 4 weeks and a maximum of 6 months. The length of the trial period will be determined by the Head of Department after consultation with Human Resources and the employee, taking into account the degree of training and induction required.
15. This trial period will be used for the line manager and the employee, using the principles of the relevant probation process, to assess the employee's suitability in the alternative post. Should it be felt that the employee is not suitable for the post during the trial period then a further alternative post may be sought or the employee will retain rights to the original redundancy payment.
16. During the trial period, if the employee decides unreasonably that the job is unsuitable then a redundancy situation will not exist. Unreasonable refusal of suitable alternative employment may lead to the forfeiture of a redundancy payment.
17. Trial periods cannot normally be extended, however in exceptional circumstances an extension may be agreed in writing. Employees who continue in a new post after the trial period will be confirmed in post in writing and will be required to accept the new post in writing.
18. Any dismissal during the trial period due to a reason unconnected with redundancy, e.g. misconduct, will not include an entitlement to a redundancy payment.

### **Pay Protection**

19. The employee's current salary will be protected if an alternative post is accepted on a salary lower than their current salary, increments and Cost of Living increases will be frozen. Payment protection will be paid in accordance with the College's Pay Policy, a copy of which is available from the Human Resources webpages.