

# Redeployment Policy

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**HERIOT-WATT UNIVERSITY**

**REDEPLOYMENT POLICY**

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**POLICY**

<b>1.</b>	<b>INTRODUCTION</b>
	<p>Redeployment is primarily concerned with finding suitable alternative employment for employees affected by organisational change, as a way of avoiding or mitigating against redundancy.</p> <p>This Policy outlines the University's guidelines on Redeployment as part of the wider 'Managing Change' suite of policies. For those staff members who require to be redeployed on the grounds of ill-health refer to our <a href="#">Redeployment on the Grounds of Ill-Health Policy and Procedure</a>.</p> <p>It applies to all permanent staff members, whether full or part-time, and to those fixed-term staff with the relevant service qualification of 1 year and 51 weeks as at the date their contract is due to expire. However, where a staff member's fixed term employment is ended earlier than the original expected contractual end date, as a result of organisational change or the end of funding, this Policy will also be applied.</p> <p>In the cases of all fixed-term staff who do not have the relevant service qualification of 1 year and 51 weeks, as at the date their contract is due to expire, refer to our <a href="#">Fixed Term Policy</a> and <a href="#">Fixed Term Procedures</a>.</p>
<b>2.</b>	<b>PURPOSE</b>
	<p>Heriot Watt University is committed to maintaining security of employment for all employees. The University can, by this means, retain knowledge, skills and experience during times of change.</p> <p>This policy is one of a suite of policies on Managing Change and should be read in conjunction with the following policies:</p> <ul style="list-style-type: none"> <li>• Managing Organisational Change Overarching Policy</li> <li>• Consultation on the Avoidance of Redundancy Policy</li> <li>• Voluntary Redundancy Policy</li> <li>• Redundancy Selection Policy and Procedures</li> <li>• Severance Payments Policy</li> </ul> <p>Redeployment of colleagues who are unable to carry out their normal duties due to ill-health and/or disability is dealt with under <a href="#">Redeployment on the Grounds of Ill-Health Policy and Procedure</a>.</p>
<b>3.</b>	<b>SCOPE</b>

	<p>This policy and supporting procedures apply to all UK-based permanent full and part-time University employees and are designed to ensure that the University's approach to change/restructuring is fair and consistent.</p> <p>Employees not based in the UK will normally have a separate policy and process due to differing local Labour laws, however the principles of the policies will apply as far as is possible.</p> <p>Fixed Term contracts are dealt with under the <a href="#">Fixed Term Policy</a> and <a href="#">Fixed Term Procedures</a>. Fixed term staff with the relevant service qualification of 1 year and 51 weeks, by the time their contract is due to expire, will be placed on the Redeployment Register. In addition, where the fixed term employment ends earlier than the original expected contract end date, as a result of organisational change or end of external funding, this policy will also be applied.</p> <p>This policy does not form part of employees' contracts and may be amended from time to time.</p> <p>Redeployment of colleagues whose right to work in the UK is via a UKVI sponsorship route will be subject to current Home Office Guidance and any restrictions imposed.</p>
<b>4.</b>	<b>KEY PRINCIPLES</b>
	<p>The University is committed to managing any organisational change/restructuring situations with care and sensitivity to all staff, in line with the Heriot-Watt Values and in accordance with the principles set out in the University's Equality and Diversity Policy. This Policy has been developed in conjunction with the University's Trade Unions through the consultative process.</p> <p>The University will seek to redeploy employees affected by change across the University. Whilst the University would not normally redeploy colleagues to an overseas campus, if redeployment to an overseas campus is available this will be subject to mutual agreement by both the University and the employee.</p> <p>Redeployment of individuals who are at risk of redundancy will normally be considered before any posts are advertised, in accordance with the University's Recruitment and Selection procedures.</p> <p>The definition of "suitable alternative employment" will, in all cases, take account of the statutory definition as specified in the Employment Rights Act 1996 and both the operational needs of the University and the needs and personal circumstances of the individual employee.</p> <p>For the purposes of this Policy, "suitable alternative employment" is where an employee:</p> <ol style="list-style-type: none"> <li>i) meets the selection criteria for appointment to a role; OR</li> <li>ii) could meet the criteria for appointment with some support, training programme (of up to 3 months) or a trial period (of normally no more than 3 months).</li> </ol>
<b>5.</b>	<b>LINES OF RESPONSIBILITY</b>
	<p><b>Principal</b></p> <p>The Principal is responsible for ensuring that the policy is applied consistently across the University.</p> <p><b>Heads of School/Directors of Service</b></p> <p>Heads of School/Directors of Service are responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that the policy is applied consistently within their area of responsibility.</li> </ul>

	<p><b>Vacancy Management Group (VMG)</b></p> <p>The VMG is responsible for:</p> <ul style="list-style-type: none"> <li>• approving all vacancies</li> <li>• approving external or unrestricted advertising in exceptional circumstances</li> <li>• reviewing the Redeployment Register on a regular basis with a view to identifying redeployment opportunities for affected employees</li> </ul> <p><b>Line Managers</b></p> <p>Line Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• identifying employees who are at risk of losing their employment as a result of organisational change and informing the Human Resource Department</li> <li>• ensuring that the possibility of redeployment throughout the University is explored prior to advertising vacancies within their area</li> <li>• justifying any decisions taken not to appoint in accordance with this policy</li> <li>• providing feedback to employees who are considered by them as unsuitable for matching to a vacant post.</li> <li>• ensuring that where a trial period is agreed, suitable development is provided to ensure the minimum performance standards are met.</li> <li>• ensuring that a Forward Job Plan is developed within four weeks of the individual starting in the redeployed post.</li> </ul> <p><b>Human Resources Department</b></p> <p>The Human Resources Department is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring consistent application of the policy</li> <li>• providing advice and guidance to those managers in their support of employees on the Redeployment Register</li> <li>• maintaining the Redeployment Register</li> <li>• managing the redeployment process (including VMG)</li> <li>• identifying potential candidates on the Redeployment Register for initial matching</li> <li>• advising managers on policy application and the assessment process</li> <li>• monitoring implementation of the policy</li> <li>• reviewing and updating the policy in line with employment legislation and best practice.</li> </ul> <p><b>Individual Employees</b></p> <p>Individual employees are responsible for:</p> <ul style="list-style-type: none"> <li>• actively participating in the redeployment process, for example, checking the University's vacancy lists and/or identifying and participating in suitable development opportunities</li> <li>• taking a flexible approach to alternative employment</li> <li>• actively taking advantage of the support available including, for example, career coaching</li> <li>• actively taking personal responsibility for identifying alternative employment opportunities</li> <li>• providing an up to date CV</li> <li>• completing a <a href="#">Redeployment Questionnaire</a>, if at risk of redundancy</li> </ul>
<p><b>6.</b></p>	<p><b>MONITORING AND EVALUATION</b></p>
	<p>This Policy and related Procedure will be reviewed three years from the date of implementation or earlier if legislation dictates. Such amendments will be notified to employees through the</p>

<p>normal communication channels and/or e-mail. The Policy and Procedure will be maintained on the Human Resources website.</p> <p><b>Records</b></p> <p>All records and information obtained in relation to redeployment will be kept confidential and retained in line with the Data Protection Act 1998 and the University's Records Retention Policy. General statistics are maintained and reported for equal opportunities monitoring, FOI and key performance indicator purposes. Such information is kept securely and confidentially with personal data removed in accordance with the Data Protection Act 1998 and the University's Records Retention Policy.</p>			
<b>7. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE</b>			
<p><b>Policies</b></p> <p>This policy links to and is consistent with the following University <a href="#">HR Policies and Procedures</a>:</p> <ul style="list-style-type: none"> <li>• Development &amp; Training</li> <li>• Equality and Diversity Policy</li> <li>• Fixed Term Policy</li> <li>• Grievance Policy and Procedures</li> <li>• Harassment and Bullying Policy</li> <li>• Immigration and Eligibility to Work in the UK</li> <li>• Recruitment &amp; Selection</li> </ul>			
<b>8. DEFINITIONS</b>			
<b>Suitable Alternative Employment</b>		The University's definition of suitable alternative employment takes into account the statutory definition, under section 141 of the Employment Rights Act 1996, and both the operational needs of the University and the needs and personal circumstances of each individual employee.	
<b>Redeployment Register</b>		A secure internal register, maintained by Human Resources, which includes the personal details of those employees who may be at risk of redundancy. This records those details as confirmed in each employee's Redeployment Questionnaire.	
<b>9. FURTHER HELP AND ADVICE</b>			
<p>Human Resources – email <a href="mailto:HRhelp@hw.ac.uk">HRhelp@hw.ac.uk</a> or call 0131 451 3022 for queries regarding this Policy and Procedure</p> <p>Payroll – email <a href="mailto:payrollhelp@hw.ac.uk">payrollhelp@hw.ac.uk</a> - for queries regarding pension scheme conditions for redeployment.</p>			
<b>10. POLICY VERSION AND HISTORY</b>			
	<b>Version No</b>	<b>Date of Approval</b>	<b>Approving Authority</b>
	V. 2.01	27 June 2017	UE
			<b>Brief Description of Amendment</b>