

### 1. Scope

- 1.1 This policy and procedure applies to all employees covered by the Framework Agreement (Grades 1 -9) and Grade 10 posts where they meet the eligibility criteria and the circumstances outlined in Sections 2 and 3 below.

### 2. Introduction

- 2.1 The purpose of this policy is to support and enable employees to be redeployed into suitable posts wherever possible within the University.
- 2.2 To be eligible for redeployment, an employee **must** have two years' continuous service with the University in the role affected.

### 3. Application of the Policy

- 3.1 This policy and procedure only applies:-
  - 3.1.1 When an employee has been formally placed at risk of redundancy. In such instances a named HR contact for staff queries will be assigned to the business case.
  - 3.1.2 When an employee is served notice at the end of a fixed term contract.
- 3.2 All eligible employees will be entered onto the University's 'Redeployment Register' with a view to seeking alternative employment.
- 3.3 Should there be a change in an employee's terms and conditions as a result of redeployment, a new contract of employment will be issued. There will be no break in the employee's continuity of service.
- 3.4 Eligible staff in receipt of a Certificate of Sponsorship and Visa (Non-UK) will be considered for prior consideration vacancies on a case by case basis to ensure ongoing compliance with UK Visas and Immigration rules and appendices

### 4. Principle

- 4.1 When dealing with redeployment, the following principles should be followed:
  - 4.1.1 Where an employee meets the essential criteria for a post at the same or lower grade with or without reasonable further training, the employee will be given prior consideration for vacancies within the University. Posts at a higher grade can be applied for as an internal applicant.
  - 4.1.2 Prior consideration means an employee will be considered in advance of applicants identified from internal or external advert.
  - 4.1.3 Unless there are exceptional circumstances, employees will not be expected to accept a role which is more than one grade below their current grade as suitable alternative employment however the key aim is for the employee to secure a role in the University and therefore alternative employment (more than one grade lower) should be considered. The employee will consider whether the offer is suitable.

- 4.1.4 The University is committed to providing reasonable relevant training. Any agreed training for a new post will be funded by the recruiting manager's Faculty or Professional Service Department including travel and accommodation costs if necessary.
- 4.1.5 Employees will be encouraged and supported to undertake any relevant training and development with the aim of assisting them to remain employed at the University.
- 4.1.6 Once employees are on the Redeployment Register they will be allowed reasonable paid time off for retraining.
- 4.1.7 Where appropriate, career counselling and support will be offered. In addition, specific training to support redeployment (e.g. interview skills training) will be made available where sufficient interest arises.
- 4.1.8 Where an employee refuses to actively engage in the process of redeployment and/or refuses to apply for roles, the University reserves the right to offer that employee suitable alternative employment as part of its obligations to mitigate a redundancy situation. Where an employee declines the offer made, the University reserves the right to terminate employment without a redundancy payment.
- 4.1.9 Employees can access counselling through the University's Employee Assistance Programme (EAP) should they require it.

## **5. The Redeployment Procedure**

- 5.1 The redeployment process will begin when an employee is placed on the Redeployment Register.
- 5.2 The Redeployment Register will be maintained by HR in accordance with the General Data Protection Regulations.
- 5.3 Employees on the Redeployment Register will be considered on a priority basis for suitable vacancies advertised on the same or lower grades. For these purposes, suitable vacancies are those where the skills and knowledge sought to fill the vacancy match the skills and knowledge of the employee or could do with a reasonable period of training. In assessing whether or not a vacancy is suitable a number of factors will need to be taken into account and may include:-
  - Nature of the job e.g. academic, clerical etc;
  - The grade, salary and status of the job;
  - Qualifications and skills needed and those of the employee;
  - Working pattern, flexibility and hours of work;
  - Location and accessibility.
- 5.4 Employees placed on the Redeployment Register will be granted reasonable paid time off for the purpose of attending job interviews with external employers.
- 5.5 Relevant vacant posts will be 'placed on Prior Consideration' for 7 calendar days for the benefit of employees on the Redeployment Register and will not be advertised other than to employees on the Redeployment Register.
- 5.6 Where prior consideration and internal adverts, for example, are advertised simultaneously, the internal process will be paused until the prior consideration applicants, who meet or could meet the essential criteria have been considered.
- 5.7 Employees on the Redeployment Register can access the list of vacancies through a secure webpage. The webpage will not be visible to other internal or external candidates. Periodically, ABW will generate email alerts to staff on the Redeployment Register.

- 5.8 An employee on prior consideration who applies and meets or could meet (including with reasonable training) the essential criteria for a post at the same or a lower grade will be offered an interview (prior to other candidates except for other employees on the Redeployment Register).
- 5.9 In the event that there is more than one employee on the Redeployment Register who meets the essential criteria, a competitive interview process will be conducted. The interview panel in this scenario will reflect the panel composition relevant to the grade of the post. Where there is only one employee, the panel will normally comprise the line manager and an HR Representative.
- 5.10 If an employee is considered suitable they will be formally offered the post. Should the employee accept the post a revised contract of employment will be issued.
- 5.11 If an employee is deemed unsuitable for the appointment, the recruiting manager will inform the Director of HR and Organisational Development (or depute) in writing of the reasons for their decision not to appoint. If the Director of HR and Organisational Development (or depute) agrees with this decision, the employee will be informed, in writing, by the recruiting manager.
- 5.12 If the Director of HR and Organisational Development (or depute) decides that sufficient evidence for the decision not to appoint has not been provided, they will discuss the merits of the potential for re-deployment with the line manager and the role may be offered subject to a trial period of 4 weeks.
- 5.13 Once an employee has been offered and accepted a new role (even at a lower grade) they will be removed from the Redeployment Register and no longer retain prior consideration status in accordance with Appendix 1.

## **6. Trial Periods**

- 6.1 At the beginning of a four week trial period the manager will meet the employee to agree expectations and answer any queries they may have. Regular review meetings will take during the trial period. During the fourth week there will be a full review when the employee and the new manager will meet. A decision will be made as to whether both parties agree that the trial period has been successful. Where the trial period has been successful the redeployment will be confirmed in writing and the employee will be removed from the Redeployment Register in accordance with Appendix 1.
- 6.2 Where a job trial has been agreed, the employee will remain on prior consideration for the statutory four week job trial period only in accordance with Appendix 1.

## **7. Appeals**

- 7.1 The redeployment process is based upon an evaluation of a role as well as on an employee's ability to perform that role, therefore applications for appeal will only be considered in relation to process. The appeal cannot be based on the merits of an employee or skills comparison with other employees.
- 7.2 In the event that an employee wishes to appeal against the decision taken at Section 5.11, they must do so under the University's Desktop Appeals Procedure.

## **8. Pay Protection Arrangements**

8.1 In situations where the post to which an employee has been redeployed is one grade lower than their current contract the University will pay protect the employee's salary for a period of 12 months. Pay protection will apply on the basis of the value of one grade protection pro rata irrespective of the grade of the post accepted

### **8.2 Examples**

8.2.1 Where the current contract is Grade 8, SCP 38 and the employee accepts a Grade 7 post, salary protection will apply on the difference between Scp 38 and Grade 7, Scp 36 pro rata.

8.2.2 Where the current contract is Grade 8, Scp 38 and the employee accepts a Grade 6 post, salary protection will apply to the value between Scp 38 and Grade 7, Scp 36 pro rata.

### **8.3 Exceptions**

8.3.1 Grade 10 staff, eligible for redeployment, who accept a lower graded post will only be afforded pay protection equivalent to the difference between Grade 10, Scp 1 and Grade 9, Scp 49 (equivalent to salary protection of £5,939 as at 1.8.2020) per annum pro rata for one year.

8.3.2 Where an employee accepts a post with less hours, pay protection will only apply on the hours assigned to the new contract.

8.3.3 Where an employee accepts a post with more hours, pay protection will only apply on the hours assigned to the previous contract.

## **9. Equality Impact Assessment**

9.1 The University is committed to embedding the Equality Scheme into its policies, procedures and practices. This policy has been equality impact assessed in accordance with this scheme.

9.2 The University is committed to embedding the Welsh Language Standards 2018 in its policies, procedures and practices. This policy has been Welsh language impact assessed in accordance with these standards.

## **10. Policy Review**

10.1 HR will co-ordinate a review of this policy in order to maintain compliance with legislation and good practice. The review will be undertaken in liaison with the recognised trade unions and any proposed amendments will be submitted to the appropriate relevant committee, University Executive and Council if required.