

To all staff at risk of redundancy under the University's Proposal for Change

25 March 2010

Dear colleague

Managed Redeployment Scheme, Early Retirement/Voluntary Severance Scheme & other Schemes

I wanted to bring to your attention a number of schemes developed by the University in consultation with UCU, UNISON and UNITE during the collective consultation process on the University's Proposal for Change. These schemes are designed to avoid, reduce or mitigate the redundancies proposed. A fact sheet on each of the schemes is attached for your further information so that you may see how they could be of benefit to you.

Managed Redeployment Scheme

The University has already written to you as a member of staff who is at risk of redundancy under the University's Proposal for Change to advise you of the Managed Redeployment Scheme. This scheme is designed to avoid or reduce the number of potential job losses through redeploying staff currently at risk of redundancy, where suitable alternative employment can be found. This scheme is already in operation but if you have not yourself signed up to the Redeployment Register, you may still wish to do so at this stage.

Early Retirement/Voluntary Severance Scheme

The University has developed an Early Retirement/Voluntary Severance ("ER/VS") Scheme for those staff at risk of redundancy under the University's Proposal for Change. The terms for the ER/VS Scheme are subject to the approval of Council when it meets on 26 March 2010. However, you may apply to find out more about the Scheme prior to that date and are invited to do so should you so wish.

Discretionary Transfer Scheme

The University has also developed a Discretionary Transfer Scheme ("DTS"). The purpose of the DTS is to avoid the redundancy of an employee who is at risk of redundancy under the Proposal for Change by his/her filling the post of another employee who is not at risk but who may wish to leave the University voluntarily and is accepted for doing so.

Reduced Hours/Jobshare Scheme

As a fourth scheme developed during the consultation process, the University will be offering a Reduced Hours/Job share Scheme for those staff currently at risk of redundancy under the University's Proposal for Change. Under this scheme, an individual may apply for a reduction in their contracted days/hours. Where the applicant is in a selection pool, is not selected for redundancy, and their application for RH/JS is accepted by the Vice-Chancellor's Executive Group, this may reduce the number of redundancies to be selected from the pool. Where the applicant is not in a selection pool but in an area which is proposed

to cease, consideration will be given to that person being transferred into a job share with another member of staff within their School or Division where that other member of staff wishes to reduce their hours and the Vice-Chancellor's Executive Group agrees to the arrangement.

Fact sheets and web pages

The information contained in the fact sheets will also be posted on the website as follows:

www.sussex.ac.uk/humanresources/redeployment

www.sussex.ac.uk/humanresources/ervs

www.sussex.ac.uk/humanresources/dts

www.sussex.ac.uk/humanresources/rhjs

How to find out more

In order for you to discuss any of the above schemes and how they may be of benefit to you, please complete the attached form, as appropriate, and return it to me, Kerry Henn, Personnel Officer, c/o 3rd floor, Sussex House. Kerry will then arrange for you to meet a Personnel Officer for an individual consultation meeting.

Information for disabled employees

When meeting your Personnel Officer, if you consider that you may need reasonable adjustments to be made in terms of your accessing any of the relevant schemes, please let him/her know. Similarly, if you wish to provide input to or comment on measures designed to eliminate disability discrimination and to promote disability equality during the change process, e.g. in relation to redundancy selection, please also raise this with your Personnel Officer who will discuss the measures developed by the University with you.

A personalised copy of this letter will also be sent to you in the internal post (external post where you are on long term leave).

In the meantime, may I confirm that no redundancy decisions have yet been taken by the University and you are not under notice of dismissal by reason of redundancy. We also propose to write to you again, after the meeting of Council on 26 March 2010, to explain how the redundancy selection process would work, the selection criteria that would apply, and the timetable for the whole process. At that time, we would also confirm that the ER/VS Scheme is formally open should you wish to proceed with a formal application.

Yours sincerely

Kerry Henn
Personnel Officer

Att.

Name:

Job Title:

Department or unit:

I would like to meet with a Personnel Officer to discuss the following schemes:

Managed Redeployment Scheme

Early Retirement/Voluntary Severance Scheme

Reduced Hours/Job share Scheme

Discretionary Transfer Scheme *(NB this scheme will be open to staff not at risk of redundancy but you may still wish to discuss how the scheme will operate)*

I understand that discussing any of the schemes at this stage will not commit me to any of them.

I would also like to discuss:

Reasonable adjustments in relation to a disability or impairment

Other measures in relation to disability

Signature:

Date

Please return this form to Kerry Henn, Personnel Officer, 3rd floor, Sussex House