

UNIVERSITY OF SUSSEX
MANAGED REDEPLOYMENT PROCEDURE

Introduction

1. In line with the Maintenance of Employment Policy, this Procedure seeks to assist Eligible Staff in obtaining suitable alternative posts within the University.
2. Eligible Staff under this Procedure are those who are at risk of dismissal by reason of redundancy as a result of the University's Proposal for Change made in November 2009, in respect of whom the Vice Chancellor's Executive Group has approved the use of this Procedure under the University's Maintenance of Employment Procedure.
3. Where a member of Eligible Staff is on maternity leave and her post has been determined to be no longer required or she has been provisionally selected for dismissal on the grounds of redundancy, she will have priority to be offered a suitable alternative vacancy (if one is available), over all other employees.
4. Nothing in this Procedure shall affect the right of a member of staff who is disabled under the Disability Discrimination Act and at risk of dismissal on capability grounds to be considered for a suitable alternative vacancy (if one is available) in priority to Eligible Staff under this procedure other than those referred to in paragraph 3.
5. In seeking to redeploy Eligible Staff, consideration will be given to the suitability of the new position with that previously held in terms of grade, rate of pay, and hours of work. It is acknowledged that exact matches may not be possible, and a flexible approach will therefore be necessary from both members of staff and relevant managers.

Staff vacancies

6. The University established a Staff Vacancy Panel (the Panel) in August 2009 with the aim of trying to: reduce recruitment to vacant posts; defer the date on which post are filled; or reduce the duration of a post; as appropriate and in accordance with business need. The Panel is chaired by the Deputy Vice-Chancellor and meets once per week. The Director of Human Resources (or her nominee) is also a member of the Panel.
7. Since the announcement of the University's Proposal for Change, with the proposed loss of 115 posts, the Panel's remit has been extended such that it also considers whether a vacancy should be restricted to Eligible Staff in which event, this will be notified to the Human Resources Department via the Director of Human Resources. The following process will then apply:

The Redeployment Register:

8. A Redeployment Register will be maintained by Human Resources. The Redeployment Register will also include staff who do not fall within the scope of this Procedure but in respect of whom the University has other obligations to consider redeployment, such as those who are under notice by reason of capability or some other substantial reason or who have been notified that their fixed term employment will terminate.

9. Eligible staff who: (i) are at risk of dismissal by reason of redundancy following a decision by the University that its requirements for employees to carry out work of a particular kind have ceased or are expected to cease; or (ii) have been selected (provisionally or confirmed) for dismissal on the grounds of redundancy following the application of selection criteria to a selection pool, will be placed on the Redeployment Register. Such staff will be required to submit a CV, with assistance provided as necessary, in a standard format identifying their key qualifications, experience, achievements, transferable skills and employment interests. The Redeployment Register will retain this information together with details of grade, title, unit and, where relevant, expected date of termination of employment.
10. In the period before the University makes any of the decisions referred to in paragraph 9, all Eligible Staff will be offered the opportunity to be placed on the Redeployment Register. Where such Eligible Staff elect to be so placed, they will be required to submit a CV, in accordance with the terms set out at point 9 above.
11. Normally, prior to advertising vacancies, managers with vacant posts will be required to consider those staff on the Redeployment Register who satisfy the essential criteria for selection for interview, or who could satisfy the essential criteria with reasonable training. Managers should seek assistance from the Personnel Officer in this process.
12. Any staff identified in this way as potentially suitable for the vacant post will be interviewed for the post. The interview panel will normally consist of a manager of appropriate seniority from the relevant area, a manager from another area and a Personnel Officer. Where appropriate, other forms of assessment may be approved by the Director of Human Resources.

After the interview:

13. Where the employee fully satisfies the essential selection criteria for the post, s/he will be offered the opportunity to be redeployed to the new position, subject, where the employee would otherwise have been dismissed for redundancy, to a trial period of at least 4 weeks¹. The trial period may be longer, by agreement between both parties, for the purpose of training the member of staff for the new role. In such cases, the length of the trial period must be agreed before the member of staff starts work in the new role. Details of the trial period will be confirmed to the member of staff in writing by Human Resources.
14. Where it is reasonably believed that the employee could fully satisfy the essential selection criteria for the post with a reasonable amount of retraining, the nature, extent and means of gaining the retraining will be agreed with the relevant manager, the employee concerned and the Personnel Officer. The employee will be offered the opportunity to be redeployed to the new position, subject to satisfactory completion of the agreed training and, where the employee would otherwise have been dismissed for redundancy, a trial period of at least 4 weeks. The trial period may be longer, by agreement between both parties, for the purpose of training the member of staff for the new role. In such cases, the length of the trial period must be agreed before the member of staff starts work in the new role. Details of the trial period will be confirmed to the member of staff in writing by Human Resources.

¹ There is a statutory trial period of 4 calendar weeks.

15. Paragraphs 13 and 14 are subject to there being sufficient available posts. Where the number of available posts is less than the number of employees on the Redeployment Register who fulfil the criteria for the post in the manner described in paragraphs 13 and 14, the University will have to decide between the candidates.
16. Where the employee is unsuccessful at interview, feedback will be given to him/her indicating why an offer of redeployment to this vacancy is not appropriate.
17. Where the employee would otherwise have been dismissed for redundancy, if before or during the trial period in the new role, and following appropriate consultation with the member of staff, the University terminates the contract for reasons arising directly from the change in role, the date of termination will be the date on which his/her previous role ended. Likewise, if the member of staff terminates the contract before or during the trial period, following appropriate consultation, on the grounds that it is unsuccessful, the date of termination will be the date on which his/her previous role ended.
18. Members of staff who are redeployed will receive a written statement of the amended terms of their employment. Continuity of employment and service-related benefits will be protected. Staff accept as a condition of redeployment to undertake appropriate training as deemed necessary by the University.
19. If, having applied the above Procedure, there is no appointable candidate from the Redeployment Register, the post will secondly be advertised internally to other staff. External advertisement would apply thereafter, where the post has not been filled internally by an appointable candidate