

Redeployment Policy

Waverley acknowledges that there may be occasions when there is a need for staff to be redeployed due to reorganisation of the service, lack of capability or following medical advice. This complies with relevant legislation.

Waverley aims to retain the skills and experience of staff, when redeployment is needed, through clear processes and procedures for managing redeployment.

The Policy aims to ensure fair, equitable and consistent treatment of all our staff.

This policy should be read in conjunction with the Disciplinary, Capability Policy and Fit for Work Policy, if appropriate.

As described above, this policy aims to retain the skills and experience of our staff. However Waverley recognises that, as a last resort, the option to dismiss remains.

PROCEDURE

The following Procedures set out the process for dealing with the redeployment of staff and the circumstances where action may be necessary.

If an employee is informed that their post is at risk of redundancy due to reorganisation of the service or that they are to be redeployed on medical advice, or is being considered for redeployment due to the level of performance under the Capability Policy, their Head of Service will inform them that they will be notified of any suitable redeployment opportunities.

'At Risk' Register

A confidential 'At Risk' Register is kept by the Head of Service Team (HoST) and maintained by the Head of Organisational Development. The Risk Register informs all the Heads of Service of any employees who are identified for potential redeployment for any of the reasons indicated above.

These employees are given priority in application and interview for any suitable vacancies in advance of any other candidate. External recruitment will be postponed until the employees on the 'At Risk' Register have been considered.

Employees will be invited to apply for any posts where:

- the salary is up to and including their current grade* and
- they match the essential requirements for the post, or would do so given suitable training.

*Please note :

- for the purposes of this policy, the employee's current grade is determined by the job evaluation points score for their post.
- If the redeployment is demotion, the redeployment will be to a grade equivalent to the grade paid prior to the promotion, or lower.

Suitable alternative employment

When determining whether an offer is suitable employment, the following will be considered, in consultation with the employee:

- the person specification for the post
- the training, skills, experience and qualifications of the employee
- the re-training and additional support required
- the employee's previous job
- whether the new post would represent a justifiable reduction in status and/or salary.
- Whether the new post would require a justifiable change in hours or pattern of work.
- whether the location of the new role is considered reasonable either due to a mobility clause in the contract of employment or for some other substantial reason.
- any evidence which shows that similar offers have previously been regarded as suitable.

The offer of redeployment will clarify the following:

- Job description, grade, terms and conditions of employment, location, any difference in remuneration compared to the employee's current remuneration, any difference in hours/pattern of work compared to the employees current hours/work pattern.
- Four week trial period. However this may be:
 - **longer** if training reasonably requires longer period, during which employee can decide if they consider the alternative employment suitable.
 - **Shorter** if it is evident to both parties that the role is not suitable, then, with the agreement of both parties, the trial period will cease early.
- The implications of the redeployment being unsuccessful.

If the Council decides that the employee has unreasonably refused an offer of suitable alternative employment before, during or at the end of a trial period, it may be judged that the employee has resigned from the post and therefore the employee will not be entitled to a redundancy payment.

Salary Protection

Any employee who is redeployed into a suitable alternative post will have their salary protected when the grade for the suitable alternative post is not more than one pay band lower than their substantive post.

However, salary protection will be for a period of no more than two years, after which the employee will be paid the evaluated maximum pay point for the suitable alternative post which applies at that time. NB this would therefore be pay point 'a' and not pay point a**.

The salary protection (sometimes referred to as a salary being 'red circled') means that no further increments or annual pay awards will be applied to the employee's salary until the salary linked to the post into which they have been redeployed rises to the same level as the salary they are being paid.

An employee's salary will be protected, as above, if the reason for redeployment is due to either reorganisation of the service or following medical advice i.e. reasons linked to health.

However, If the redeployment is a demotion (see Capability Policy), the employee's salary will not be protected and the salary for the post into which the employee is redeployed will apply.

Trial Period (refer to section on suitable alternative employment)

As required by the Employment Rights Act 1996, the redeployment will be subject to a four week trial period (or longer, if specific training needs are identified which require an extended period) during which both the employee and the line manager will assess the suitability of the post. If an extension to the trial period is required, this will not normally be longer than an additional month.

If the outcome of the trial period is unsatisfactory and the job is deemed not to be a suitable redeployment, every effort will be made to redeploy the employee into another suitable alternative role. However, this will depend on the vacancies available at that time.

Redundancy – unsuccessful redeployment

An employee who is not successfully redeployed will be dismissed on grounds of redundancy. However, if the Council decides that an employee has unreasonably refused an offer of suitable alternative employment before, during or at the end of a trial period, it may be judged that the employee has resigned from the post and therefore the employee will not be entitled to a redundancy payment.