



University of
St Andrews

Redeployment policy

Document type	Policy
Scope (applies to)	All staff
Applicability date	14/08/2024
Review / Expiry date	07/03/2025
Approved date	20/08/2024
Approver	Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Employee relations/Redeployment
Purpose	This document outlines the circumstances in which redeployment for employees within the University will be considered.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.6	The trial period section has been updated, and it has been clarified that pay protection applies to one grade lower only.	Published.	Lisa Stewart HR	15/08/2024

Table of contents

1.	Introduction	3
2.	General principles	3
3.	Procedure	4
4.	Other requests for redeployment	5
5.	Trial periods	6
6.	Pay protection	6
7.	Training	6
8.	Version control	7

1. Introduction

- 1.1 An effective redeployment policy facilitates the retention of valuable skills and experience within the University. It contributes to a positive working environment and meets the University's moral and legal obligations whilst ensuring that the University continues to recruit new skills and talent to retain its competitive edge in the Higher Education sector.
- 1.2 This policy outlines the circumstances in which redeployment for employees within the University will be considered. In this context, redeployment means the same as suitable alternative work. Redeployment may be on a temporary or permanent basis.
- 1.3 All managers should accept a corporate responsibility for University employees and make every effort to respond positively to applications from employees who are subject to redeployment.

2. General principles

- 2.1 The University recognises its duty in seeking suitable alternative work for those employees in the following circumstances:
 - To avoid a redundancy situation (e.g., as a result of restructuring, the employee's job no longer exists or is substantially changed).
 - By reason of disability or other medical reason (e.g., the employee is no longer able to continue in their current role despite the implementation of reasonable adjustments to the role).
 - As a result of changing needs or interests of the University.
 - [Red Circling](#) (Appendix D of the Grading review policy).
 - Other requests.
- 2.2 In addition to the duty accepted by the University, there is also a responsibility in such situations for the employee to co-operate in the identification and investigation of new opportunities for work within the University and to accept reasonable requests for training and skills development in order to adapt to new opportunities.
- 2.3 When considering redeployment and the suitability of other positions, the following criteria should normally be taken into consideration:
 - Pay/grade;
 - The employee's personal circumstances, qualifications and career aspirations;
 - Working environment;
 - Hours of work;
 - Nature of work (e.g., minimum skills required to do the job).
- 2.4 Wherever possible, the University will seek suitable alternative work on comparable terms and conditions, but this may not always be possible within a reasonable span of time (normally 3 months, or relevant notice period if different).
- 2.5 It should not be assumed that an individual will not be interested in a particular position because it is at a lower grade. The individual should be given the opportunity to consider whether they are prepared to take on a job at a lower grade however, pay protection will only apply for roles **one grade below** the existing grade. Redeployment can be considered for roles beyond one grade but pay protection will not apply. Positions at a higher

level/grade will not normally be considered as suitable alternative work for redeployment purposes. Such positions may be sought through a normal competitive process.

- 2.6 The University is required by law to offer suitable alternative work to employees who have been given notice of redundancy during maternity, adoption, or shared parental leave (6 weeks or more). Starting from 6 April 2024, this obligation extends to employees from the day that they inform the University of their pregnancy, and up to 18 months of the child's birth/adoption placement. These employees must be given preference for redeployment over other colleagues at risk of redundancy, provided suitable alternative work exists.

3. Procedure

- 3.1 Where redeployment of staff is being considered to a **similar role** from one unit to another, the following process will normally be undertaken:

- Discussion held with the members of staff informing them of the need for redeployment to a different School/Unit. This will involve at least 2 meetings: the first informing them of the proposed redeployment and the second to deal with any questions/concerns they have and to determine a transition process to the new School/Unit. The employee can be accompanied by a trade union representative or work colleague at this meeting.
- Members of staff will be provided with adequate support during the transition period, including opportunities for induction and skills training as required.

- 3.2 Where redeployment of staff is being considered to a **different role** in the University, the following process will normally be undertaken:

- Discussion held with the members of staff informing them of the need for redeployment to a different role and (possibly) School/Unit. This will involve at least 2 meetings: the first informing them of the proposed redeployment and the second to deal with any questions/concerns they have and to determine a transition process to the new role and (possibly) School/Unit. The employee can be accompanied by a trade union representative or work colleague at this meeting.
- If the alternative employment is graded one grade lower than the existing role, the University will endeavour to provide protection of pay in accordance with Section 6.
- The individual will be provided with support during the transition period, including opportunities for induction and skills training.
- Where a member of staff considers redeployment to have been unsuccessful, the University will seek to find an alternative position unless the University judges that the redeployment has been successful or judges that the resistance of the member of staff to positive engagement with the new roles and (possibly) School/Unit is a significant factor in the failure. In such cases no attempts will be made to initiate a further redeployment, but the member of staff will be fully entitled to apply for other posts in the University on a competitive basis.

- 3.3 Where staff have a **disability or other medical reason** which has resulted in the employee being unable to continue in their current role despite the implementation of reasonable adjustments, the following process will normally be undertaken:

- Meeting held with the individual and the line manager/Head of School/Unit and an HR Business Partner (HRBP). The meeting will explore the types of roles for which the individual would like to be considered, together with relevant skills, experience and any training needs. The HRBP will outline the process that will be followed to find a suitable alternative position for the individual. The employee can be accompanied by a trade union representative or work colleague at this meeting.
- Heads of School/Unit will be encouraged to identify suitable opportunities for redeployment within their own School/Unit in the first instance. If there is nothing suitable within the School/Unit, the HRBP will identify if there are other vacancies that may be a suitable alternative in another area of the University. There has to be a genuine vacancy; no positions will be created purely for the purposes of redeployment. Individuals should also look at the vacancy bulletin on the Human Resources website to see whether there are any jobs in which they may be interested.
- Once a likely suitable position has been identified by the HRBP, manager or individual, a CV/Application form for the position should be submitted by the individual to the HRBP who will then liaise with the recruiting manager to ensure that the individual meets the essential criteria for the job.
- If the individual seeking redeployment meets the essential criteria for the job, they will be given prior consideration for the post by means of an interview in advance of any other internal/external candidates being considered (with the exception of staff mentioned in section 2.6). It should be noted that if the individual does not meet the essential criteria but with a reasonable amount of training would, they should still be considered prior to other candidates. The interview should take place as quickly as possible as any external advert may be delayed as a consequence of this process.
- If it is concluded that the individual does meet the requirements of the position, they should be offered it before consideration of any other candidates (with the exception of those impacted in section 2.6). If, however, it is concluded that the individual does not meet the requirements of the post, they will be given written feedback by the recruiting manager explaining the reasons for this decision.
- If more than one employee seeking redeployment expresses an interest in a particular post, a competitive selection process in line with the University's normal procedure will take place, limited to those seeking redeployment.

4. Other requests for redeployment

4.1 The University recognises that there will be occasions when individuals wish to seek redeployment to an alternative role for a variety of reasons of their own. Whilst the University has no requirement to support such requests, the University may consider redeployment in the following circumstances:

- Where a request for flexible working, made in accordance with statutory provisions, cannot be accommodated within the individual's current role;
- At the request of an individual who wishes to reduce their level of responsibility;
- As a result of a formal recommendation made under a formal University policy/procedure, such as a disciplinary/grievance action;
- Where there is a breakdown of a working relationship.

- 4.2 The process to be followed in such cases will depend on the circumstances of the situation. Human Resources will liaise with the appropriate Head of School/Unit to determine an outcome.
- 4.3 For the avoidance of doubt, priority for redeployment will be given to employees at risk of redundancy and to employees impacted by a disability (or other medical condition) as confirmed in section 3.3.
- 5. Trial periods**
- 5.1 Trial periods may not be necessary in all redeployment scenarios and typically apply where either, the employee is close to matching the essential criteria but there are some gaps, or where the role is significantly different to the candidate's substantive post.
- 5.2 Where a trial period is confirmed, this will normally be for four weeks but can be extended if required (e.g., for training purposes or due to sickness absence). Any extensions must be mutually agreed between the employee and the line manager and confirmed in writing.
- 5.3 Subject to performance, and with the agreement of both parties, the appointment will be confirmed at the end of the trial period. If the trial period is deemed to be unsuccessful from either party, advice should be sought by the HRBP. If the reasons are accepted, the redundancy process will continue (e.g., alternative redeployment posts will be considered until the end of their notice period).
- 6. Pay protection**
- 7.1 The University will make every effort to ensure that an offer of suitable alternative employment is made at the same grade, however, should an employee elect to accept a post one grade lower, their existing pay will be protected for 3 years from the date of appointment to the new post. During this period, employees will not receive increments but will receive cost of living increases. The pay protection period will cease at the end of the 3 years when the employee's salary will revert to the top non-discretionary point of the new grade.
- 7.2 If the employee voluntarily changes position during the period of pay protection, the protection would normally lapse.
- 7.3 Pay protection will not apply to employees who voluntarily request to move to a post at a lower grade or who have been redeployed to a post at a lower grade because of disciplinary action.
- 7. Training**
- 8.1 The University is committed to facilitating and funding reasonable training to enable employees to be redeployed to a suitable alternative position.
- 8.2 All advertised vacancies are available to view on the [University's recruitment website](#).

8. Version control

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of the policy to the Governance Zone.	Published	Lisa Stewart HR	01/07/2019
1.1	Broken link in Section 5	Published	Lisa Stewart HR	23/09/2020
1.2	Change to review date only.	Published	Lisa Stewart HR	07/06/2021
1.3	Change to review date	Published.	Lisa Stewart HR	20/12/2021
1.4	Change to review date only.	Published.	Lisa Stewart HR	17/11/2022
1.5	Policy currently under review. Review date extended to allow review to take place.	Published.	Lisa Stewart HR	04/01/2024
1.6	The trial period section has been updated, and it has been clarified that pay protection applies to one grade lower only.	Published.	Lisa Stewart HR	15/08/2024