



# **REDEPLOYMENT PROCEDURE**

**Issue (1)**

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## **SECTION 1: INTRODUCTION**

### **Introduction**

As an employer, the Council is committed to maintaining as far as possible the security of employment of its employees, which it recognises as our most important asset.

There are two instances where an employee may become subject to redeployment:

- where an employee is displaced for reason of redundancy
- where an employee is unable to continue in their current role for medical/disability reasons.

The redeployment procedure applies to all employees of Aberdeen City Council. It also covers teaching staff to whom the Compulsory Transfer of Teaching Staff policy does not apply i.e. teaching staff recommended for redeployment to an alternative role. Further information on the Compulsory Transfer of Teaching Staff policy is available within the Local Conditions of Service for Teachers.

The procedure sets out the process utilised in order to redeploy an employee to suitable alternative employment and outlines the process which will be followed to ensure redeployment is managed consistently and sensitively.

Employees may be accompanied by their trade union representative or a work colleague at any meetings under this procedure.

The procedure will focus on aligning employees to suitable opportunities. While efforts will be made to secure redeployment, there may be occasions where this is not possible, and the outcome is the termination of employment in line with the appropriate policy.

### **The re.cr.uit Scheme**

The redeployment procedure, whilst a standalone procedure, also links with the Council's Internal Movement of Employees Scheme known as 'Retain Employees. Change Roles. Use Internal Talent' (**re.cr.uit**). Therefore, the process for redeploying employees, will also be the process used within the **re.cr.uit** scheme. Reference is made to the **re.cr.uit** scheme guidance for managers and employees (insert link).

Within **re.cr.uit**, employees currently on redeployment (also known as redeployees) will have the highest level of priority (priority 1) in accessing internal opportunities. Recruiting managers will consider employees from this category first and must complete the selection processes for this category before they consider employees from any of the other categories.

## **SECTION 2: THE REDEPLOYMENT PROCESS**

The redeployment process is set out in flowchart format at Appendix 1 and should be used in accordance with the detailed guidance contained within this document.

### **Step 1 – Confirming Redeployment**

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#### **MEETING AND INFORMING THE EMPLOYEE**

Where it has been determined that an employee is to commence redeployment, the line manager will arrange to meet the employee alongside a representative from People and Organisational Development.

The purpose of this meeting is to:

- discuss the need for redeployment
- discuss any alternatives to redeployment and, where there are none to explain the redeployment process, including employee responsibilities.
- confirm an employee's redeployment status
- support the employee to their individual profile for the **re.cr.uit** scheme
- confirm timescales for the period of redeployment

#### **CONFIRMING THE REDEPLOYMENT ARRANGEMENTS**

The redeployment arrangements will be confirmed in writing to the redeployee within **5 working days** of the meeting. This will include:

- An overview of the redeployment procedure.
- Start and end dates (as applicable) of the employee's time on redeployment as a priority 1 employee.
- The effective date of termination, in the event that suitable alternative employment is not secured.
- Confirmation that notice of termination will be withdrawn if suitable alternative employment is secured.
- Confirmation that if termination is on grounds of redundancy, the employee will receive a statutory redundancy payment provided they meet the qualifying conditions and there is no suitable alternative employment.

#### **SUITABLE ALTERNATIVE EMPLOYMENT**

Suitable alternative employment will be determined according to an employee's suitability and 'fit' to a role as well as their existing terms and

conditions including pay, location, contractual status, working environment and hours of work. (This is set out within the **re.cr.uit** scheme guidance). Restrictions, including medical restrictions, require to be taken into account and are outlined in the individual profile. If required, advice from occupational health will be sought.

## **Step 2 – The Vacancy Alignment Process using re.cr.uit**

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### **THE ALIGNMENT PROCESS**

Once the 'individual profile' has been completed, the employee will be included in the **re.cr.uit** scheme as a priority 1 employee. This means that the employee will be considered before other internal candidates where a potential alignment to a particular role has been identified. They will be invited to selection interviews on that basis.

### **SELECTION INTERVIEW**

The purpose of the interview is for a recruiting manager to determine an employee's suitability for the role and whether any identified gaps can be met with reasonable support and development. Where development gaps are such that they cannot be met within a reasonable timescale and or cost, the employee would be unsuccessful on that basis, and the role will not be deemed as suitable alternative employment.

The interview may be a competitive process, should there be more than one candidate for the role with priority 1 status. The interview should also be used to identify any further adjustments to the role that may be required (especially in cases where employees have a disability) as well as the specifics around what support and development the employee may need. It should also provide an opportunity for the employee to learn more about the role and the team.

Employees should be given at least 3 working days' notice of interview, to provide adequate preparation time.

If there is no competitive process, the interview panel must determine only if the employee could meet any development gaps within a reasonable time frame, and cost, with sufficient support and development.

If there is a competitive process, the Recruiting Manager's deliberations are in accordance with the Managing Recruitment and Selection Guidance. In addition, the Recruiting Manager should take into account any development gaps and the timeframe required to fill these, with sufficient support and development.

Certain pre-employment checks such as PVG scheme membership may need to be completed and it should be noted that the timescale for completing these will **not** count towards an employee's time on redeployment.

## DURATION OF REDEPLOYMENT

Redeployment is normally for a duration not exceeding an employee's period of statutory notice, but will be for a minimum of 4 weeks. Please note, an employee is entitled to 1 week's notice for each year of continuous service up to a maximum of 12 weeks.

This applies to all employees on redeployment (excluding Teaching/SNCT employees who have separate notice provisions). The time period begins on the day following the written confirmation of the redeployment arrangements and issuing the employee with notice.

## EMPLOYEE RESPONSIBILITIES

Employees are expected to fully engage with the redeployment procedure (and **re.cr.uit** process where applicable) and to be as flexible as possible when considering aligned vacancies as suitable alternative employment.

It should be noted that where an employee refuses an offer of suitable alternative employment without reasonable cause, the provisions of this procedure will no longer apply (in a redundancy situation, the employee will lose their right to any redundancy payment). In such cases, the employee will continue to serve the remainder of their notice period and may apply for any vacancy as an internal applicant or through **re.cr.uit** up to the end of their notice period, however, no preferential treatment will be given.

Employees are also expected to fully co-operate in any training and/or temporary opportunities which are identified during their time on redeployment.

## TEMPORARY DUTIES

Where required, and subject to any medical restrictions, reasonable efforts will be made to identify appropriate temporary duties whilst the employee is on redeployment. This is considered to be an additional support and will provide an opportunity to develop skills and experience. This may also include any project or fixed-term work identified as an alignment through **re.cr.uit**.

## Step 3 – Trial Period

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On completion of the selection process, a successful redeployee must undertake a trial period in the new role, lasting a minimum of **four weeks**. The employee's time on redeployment will be suspended for the duration of the trial period and will **not** count towards their time on redeployment. Where applicable, notice will be extended to provide the balance of notice due.

A redeployee's original employing Cluster will continue to pay the salary costs (basic pay only) during the trial period at the rate of the substantive role.

During the trial period, the manager should arrange weekly review meetings and be recording progress against the introduction and development plan. This is in accordance with the **re.cr.uit** Scheme Guidance for Managers and Employees.

By the end of the four-week trial period, the recruiting manager should be able to determine whether the employee will be able to undertake all aspects of the role, within a defined period, on completion of the agreed introduction and development plan.

## **OUTCOME OF TRIAL PERIOD**

At the end of the trial period, the recruiting manager of the new role, with support from People and Organisational Development, will determine whether the employee should be confirmed in post.

If the trial period is unsuccessful, the employee will normally go back on redeployment for the **balance** of their notice period and suitable alternative employment will continue to be sought.

Notice of termination will be withdrawn if suitable alternative employment is found prior to the end of their notice period.

## **Step 4 – Final review meeting**

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Every reasonable effort will be made to identify suitable alternative employment; however, this cannot be guaranteed and where it cannot be found during the employee's notice period this will result in the redeployee's contract of employment with the Council being terminated.

The employee will attend a final review meeting in the last week of their notice period, which will be chaired by an appropriate manager and supported by People and Organisational Development. The purpose of the meeting is to review progress whilst the employee has been on redeployment and to identify whether any alternative action can be taken to avoid termination of employment (dismissal).

The employee may be accompanied by a trade union representative or work colleague if they wish. The employee's line manager will also attend to present an overview of the case.

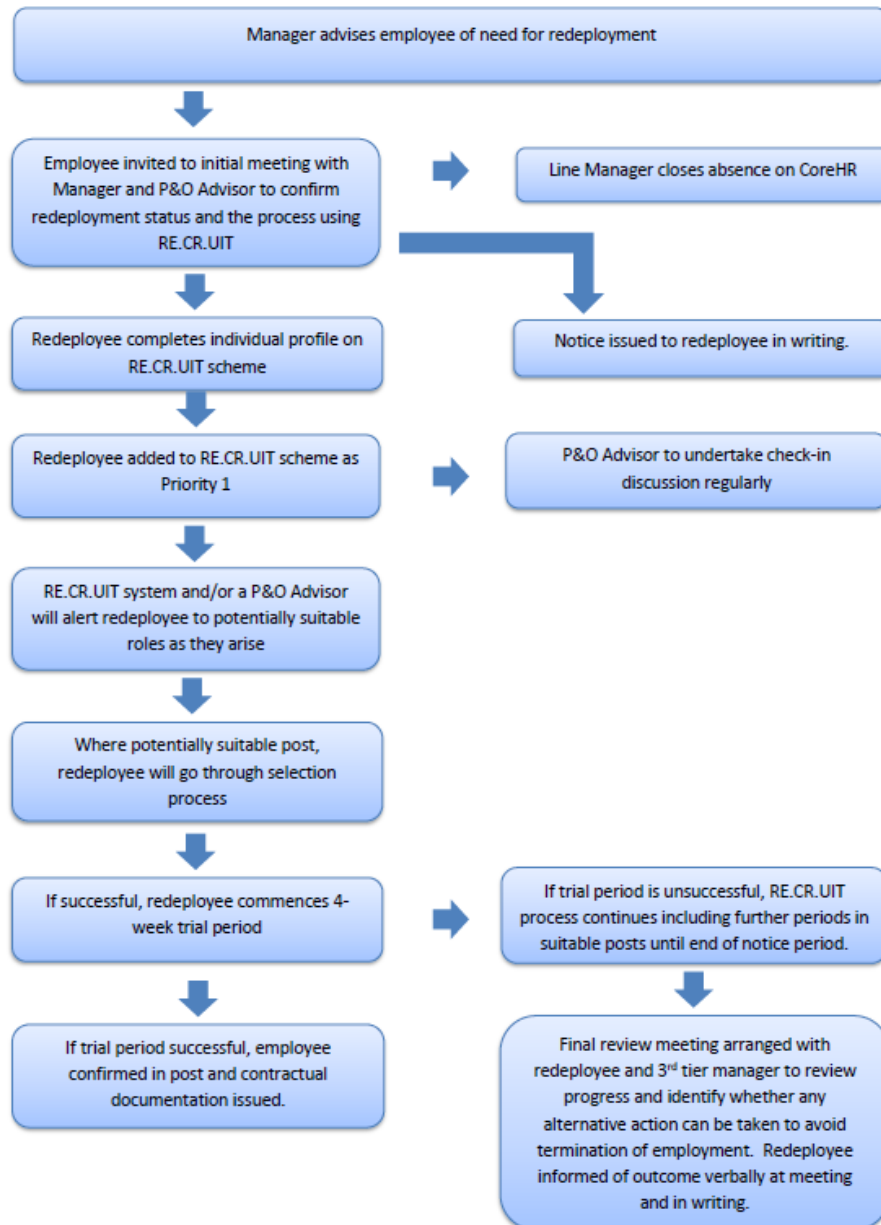
Following the meeting, the outcome of the meeting will be confirmed in writing.

Any right of appeal will be in accordance with the relevant policy.

## APPENDIX 1

### Redeployment Process – Medical

Please note that this diagram should be used in accordance with the detailed guidance contained within this document.



### Redeployment Process – Service Redesign

Please note that this diagram should be used in accordance with the detailed guidance contained within this document.

