



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

## REDEPLOYMENT POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.	25 May 2012	Update and joint review		May 2015
2	Oct 2015	Amended to align policy with use of e-recruitment system for redeployment		October 2018
3	May 2018	Amended to be compliant with the General Data Protection Regulations (GDPR)		May 2021
4.	Dec 2025	Reviewed and updated		December 2028
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Chief People Officer		Deputy Chief People Officer	HRTG 2012	02.06.12 Oct 2015 Dec 2025

## **1 Introduction**

- 1.1 The University recognises the importance of security of employment for its staff and the desirability of avoidance of compulsory redundancy. It is therefore essential that a clearly understood practical redeployment policy is in place to facilitate redeployment.
- 1.2 The University aims to provide a structured redeployment process including a positive approach to re-training with individual training needs being assessed and active help and support provided, where possible and within given resources.
- 1.3 The University recognises that redeployment constitutes a change to an individual's contractual terms of employment and therefore cannot be implemented without their agreement.
- 1.4 Where the need arises, the University will ensure that full consultation and communications will take place with staff, both collectively and individually, and with Trade Unions at the earliest opportunity. Consultation with the individual would usually be at least 4 months before any change takes place and as soon as is possible for those staff who due to medical reasons are unable to continue in their present post.
- 1.5 Policies and procedures which are linked to the redeployment policy, and which should be read in conjunction with it, are:
  - Fixed-term contracts policy
  - Management of Change Policy
  - Capability and Supporting Performance Policy

## **2 Scope**

- 2.1 This applies to Bangor University staff members who meet the eligibility criteria outlined at section 4.

## **3 Principles**

- 3.1 When dealing with an issue of redeployment the following principles should be followed:
  - Staff and their representatives have the right to be involved at the earliest opportunity in decisions which may affect them, in order that they can make informed choices.
  - Staff have the right to have their wishes and preferences taken into consideration.
  - Through the provision of advice and guidance, staff will be encouraged and supported to undertake any relevant training where possible, with the aim of assisting them to remain employed at the University.
  - Once staff are on the redeployment register they should be allowed reasonable paid time off for retraining from their existing post.

- Staff will be offered counselling through the University's Employee Assistance Programme.
  - Where appropriate job seeking advice will be offered where requested.
- 3.2 In accordance with the General Data Protection Regulation, the Human Resources Department will use the information you provide for the purpose of Redeployment only. The information you provide will also be shared with Manager(s) of posts which would be deemed to be a potential redeployment opportunity in accordance with this policy.
- 3.3 The information you provide may also be used to compile anonymous statistical data. Access to this data will be confined to the Human Resources Department. If not successfully redeployed, this data will be deleted after a period of 18 months unless otherwise instructed.

## **4 Eligibility**

- 4.1 To be placed on the University's Redeployment register the staff member must:
- have normally been continuously employed, with a contract of employment, by the University for a period of twelve months and
  - Either
    - Have been formally placed at risk of redundancy or
    - Have been served notice at the end of a fixed term contract or
    - Occupational Health have recommended that they are redeployed due to capability as a result of ill health and where that change of role is likely to substantially improve the levels of sickness absence (medical redeployment).
- 4.2 If a staff member is to be placed on the redeployment register due to the expiry of a fixed-term contract, they may be placed on the register normally no earlier than four months prior to the contract expiry date.
- 4.3 Where it is not possible to secure alternative employment for staff through this policy, the provisions of the management of change policy, fixed term policy or capability policy shall apply (whichever is applicable) and those provisions and contractual and redundancy notice periods shall run concurrently with the redeployment period.

## **5 Procedures and Responsibilities**

- 5.1 The Redeployment Register will be managed by the HR Department
- 5.2 Any member of staff identified as "at risk" of redundancy or is due to have their fixed-term contract ended will be asked if they wish to be placed on the Redeployment Register and will be invited to register and complete an on-line questionnaire. The purpose of the questionnaire is to establish a full skills profile of the individual, any training needs, personal aspirations of the staff member and the jobs that are likely to be suitable.

5.3 The table below outlines the responsibilities of all parties involved in the redeployment process.

HR Department	<ul style="list-style-type: none"><li>• Ensure access to current vacancies.</li><li>• Regular liaison with College and Departmental colleagues to determine any suitable vacancies</li><li>• Advising the recruiting manager of any applicants from the register for vacant posts.</li><li>• Act as a point of contact with staff on the register, providing the necessary support and guidance.</li><li>• Be available to meet with the staff member if they request a meeting in addition to completing the redeployment questionnaire.</li></ul>
Staff member concerned	<ul style="list-style-type: none"><li>• To positively engage with the redeployment process.</li><li>• To actively seek alternative employment via University's web-site and / or other resources and give thorough consideration to all possible alternatives.</li></ul>
Existing employing Dept / School	<ul style="list-style-type: none"><li>• To actively seek alternative employment within the existing area for the staff member concerned.</li><li>• Be flexible, in terms of time away from the workplace to attend interviews and training opportunities.</li></ul>

5.4 Staff on the Redeployment Register will be considered on a priority basis for suitable vacancies on the same grade as their current role or one grade lower.

5.5 In cases of recommended medical redeployment by Occupational Health, staff members may be considered for roles at a higher grade than their current role, if they meet all of the essential criteria of the vacancy (see 5.6).

5.6 For these purposes, suitable vacancies are

- those where the staff member meets the essential criteria of the vacancy or where appropriate training can be given which results in the staff member meeting those essential criteria within 12 months (except in cases of medical redeployment at a higher grade) and
- those which meet the preferences of the staff member as outlined in their redeployment questionnaire.

5.7 Once a potential match has been established then the staff member(s) will be offered an interview prior to any other candidates (except for other redeployees). Guidelines in relation to the composition of interview panel will apply in redeployment cases, as with all other appointments.

5.8 If a person meets the essential criteria at interview (considering any training needs as per sections 5.6 of this policy) then in normal circumstances they will be offered the post.

- 5.9 If a staff member is deemed unsuitable for the appointment, the recruiting manager will inform Human Resources, in writing of the reasons for their decision not to appoint. If Human Resources agrees with this decision, the staff member will be informed, in writing, by the recruiting manager. If Human Resources decides that sufficient evidence for the decision not to appoint has not been provided, they will discuss the merits of the potential for re-deployment with the recruiting manager and the role may be offered subject to a trial period in line with section 6.
- 5.10 Staff members who require a Certificate of Sponsorship and visa to work in the UK are still subject to the visa and assessment rules in place and cannot automatically move their visa from one role to another. Before offering a role to these employees, HR will determine whether the vacancy is suitable for sponsorship or not.
- 5.11 Departments which have identified “at risk posts” or undergoing restructuring should give prior consideration to staff within that department before considering staff on the Redeployment Register from other departments.
- 5.12 Individual staff members who are dissatisfied with the process, will have the right to raise their concerns with the Chief People Manager within 10 working days of receipt of the outcome, and if still dissatisfied may raise their issue through the University’s grievance procedure.
- 5.13 Once a staff member has been offered and accepted a new role (after the trial period), even at a lower grade, they will be removed from the Redeployment Register and no longer retain prior consideration status.

## **6. Trial Periods**

- 6.1 A staff member redeployed to alternative employment will be entitled to a trial period of usually 4 weeks. Any trial period over 4 weeks would only be with the agreement of the staff member being redeployed.
- 6.2 The purpose of this trial period is to enable both the staff member and the College/School/Department to assess the staff member’s suitability for the post. There will also be flexibility in deciding whether to extend the trial period further.
- 6.3 The trial period will be communicated in writing to the staff member prior to the start of the trial period, clearly detailing its duration. Should the trial period need to be extended, this must also be confirmed in writing prior to the extension taking place and be in agreement with the individual concerned.
- 6.4 Staff members reserve their right to opt for redundancy (where relevant) if they decide the job is unsuitable within the trial period. Staff members should inform the University about their decision to opt for redundancy before the end of the trial period. The University will not unreasonably refuse the staff member to opt for redundancy. This must however take place during the first 4 weeks of the redeployment period.
- 6.5 A staff member who unreasonably refuses the offer of a suitable alternative redeployment opportunity may forfeit their rights to a statutory redundancy payment.

- 6.6 Staff members may remain on the redeployment register for the duration of the trial period.
- 6.7 On successful completion of a trial period, the staff members will be formally offered the post and subsequently receive a new contract of employment.

## **7 Pay and Pay Protection Arrangements**

- 7.1 In cases where the post to which a member of staff has been redeployed is at the same grade as their current/most recent contracted post, the staff member will be placed on the same salary point as their current contract and retain their next date of incremental progression (where appropriate).
- 7.2 In cases where the post to which a member of staff has been redeployed is at a lower grade than their current/most recent contracted post, the staff member will be placed on highest point of that grade (including any discretionary points) which does not exceed their current spinal point.
- 7.3 In cases where the post to which a member of staff has been redeployed is at a higher grade as their current/most recent contracted post (only in some cases of medical redeployment), the staff member will be placed on the bottom salary point of the grade.
- 7.4 The University will protect the salary, for two years, of those staff in situations where the post to which they have been redeployed is at a lower grade than their current/most recent contracted post.
- 7.5 Pay protection arrangements will apply only in cases of redeployment due to redundancy or medical redeployment.
- 7.6 Pay protection arrangements will not apply in cases of redeployment due to the expiry of a fixed-term contract. Continued employment will have been secured and as such pay protection will not normally apply.

## **8 Review**

- 8.1 The policy will be monitored and reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. The review will be undertaken in liaison with the recognised trade unions and any proposed amendments will be submitted to the appropriate relevant committee.

## **9 Equality Impact Assessment**

- 9.1 This Policy has been Equality Impact Assessed based on consultation and information available at the time of the Policy being developed. A further Equality Impact Assessment will be carried out in conjunction with any review of the Policy.