Redeployment Register
Guidance note

1. Introduction
The redeployment register is designed to support cases of redeployment within the University. The following guidance note outlines how the redeployment register operates.

2. Purpose
The purpose of this guidance note is to enable the University to meet its legal obligation to redeploy whenever possible any employee who cannot continue in their current role into a suitable alternative role.

3. Eligibility
Categories of employees eligible for redeployment;
   a. Employees who have been advised that they are at risk of redundancy (supporting the redeployment procedure contained within Ordinance 68, Part II, Schedule IV).
   b. Employees with a disability where occupational health have confirmed they cannot be accommodated in their current role through reasonable adjustment.
   c. Where redeployment has been recommended as an appropriate outcome following a formal process such as grievance, disciplinary or capability.
   d. Employees with one year or more continuous service whose fixed term contract is due to end within 3 months.

4. Suitable alternative redeployment
A suitable alternative role is one that an employee can reasonably be expected to undertake where;
   − The role is broadly similar in nature to the employee’s current role or can be regarded as within the career path of the employee’s profession.
   − There is no significant difference between the essential criteria of the role and the employee qualifications, skills and experience.
   − The employee is able to meet the requirements of the essential criteria of the role within the 4 week trial period, with reasonable support and/or training.
   − The job is on the employee’s current grade or no more than one grade below.
   − The new role causes no significant disruption arising out of the working arrangements to the employee’s personal circumstances e.g. working hours and location.
Opportunities which effectively constitute a promotion for the employee will not be considered a suitable alternative employment.

5. Redeployment Register Procedure (see Appendix1)
   5.1. Identification
Following discussions between line manager and employee, when an individual or group of staff have been notified that they are eligible for redeployment in accordance with the above eligibility categories the line manager will advise the HR Services Team of the name of the eligible individual(s). The employee will then be contacted (normally by e-mail) inviting them to join the redeployment register. At this time the employee will also be provided with further information regarding current vacancies and how they can register for e-mail alerts for new vacancies.
5.2. **Joining the Register**
Eligible employees will be provided with a questionnaire to complete, which they will return to hroperations@stir.ac.uk with a copy of their current CV. The redeployment register is managed by the HR Services Team within Talentlink, the University’s e recruitment system.

When joining the register the employee will be given the option, if they wish, for their CV to be circulated to any Faculties /Services to assist in identifying any potential future vacancies.

5.3. **Non-advertised Vacancies**
When a new vacancy is received by HR, an automated matching process using basic criteria, such as grade, location and hours of work, will be carried out within the Talentlink system using the information captured within the redeployment form. If an employee is identified as a potential match they will be contacted by the HRSC to submit a statement of suitability identifying how they meet the essential criteria for the available post, this must be submitted within 2 working days. During this time the vacancy will not proceed to advert, unless the post is of a particularly specialist nature and the HR&OD Director views it appropriate to progress directly to advert.

5.4. **Advertised Vacancies**
If a post has already been advertised and an employee on the register identifies the post as a potential match they should contact the HRSC team and submit a statement of suitability identifying how they meet the essential criteria of the role for the available post. The statement must be submitted within 2 working days of highlighting their interest to the HRSC team. The application process will continue until the closing date is reached. The vacancy will then be put on hold and no interviews will take place until the employee's suitability has been assessed.

5.5. **Matching and Preferential Interview**
By joining the register an employee is giving permission for their CV to be circulated to recruiting managers within the University when a potential match has been identified and the employee has submitted a statement of suitability. The Dean of Faculty/Service Director (or nominee) with the HR Partner will review the employee’s statement of suitability and CV against the knowledge, skills and experience required of the post. If it is considered the employee satisfies the minimum criteria for the post or considered likely they would satisfy the criteria given reasonable training the employee will be offered an interview for the post prior to advertisement. Where the match is not sufficient the individual will be informed of this in writing and given reasons, the vacancy will then be released for advert.

5.6. **Offer of Redeployment & Trial Periods**
If successful at interview the employee will be offered in writing a 4 week trial period in the role, receiving notification of any differences in terms and conditions. This allows the employee and the University to assess whether the new position is suitable. If it is not felt to be suitable by either party then the employee’s right to redundancy payment under the old contract is preserved. If the role is considered suitable by both parties the transfer to the new role will be confirmed in writing by HRSC.