

Policy for the Redeployment of Staff

Table of Contents

Introduction.....	2
Offer to Meet the Member of Staff.....	2
Vacancies	2
Applications for Vacancies.....	3
Training.....	3
Trial Periods.....	3
Refusal of Suitable Alternative Work	4
Further Support.....	4

Introduction

King's College London aims to provide security of employment for its staff wherever possible, and where it is consistent with its academic objectives and legal obligations. The university values the contribution made by members of staff and is committed to retaining talented individuals. One of the means by which it can seek to avoid redundancies is to consider the redeployment of staff; this both helps preserve employment but also retain valuable skills and knowledge within the university. The university will always ensure it meets its legal obligations but it will also always provide the necessary individual support to staff to help equip them for managing change. This includes the provision of training for new areas of responsibility where appropriate.

The Policy for the Redeployment of Staff should be used where staff are proposed to be made redundant. Staff are considered to be redeployees when they have been formally declared at risk of redundancy following the closure of consultation. The Policy is not applicable in situations where members of staff have expressed a preference to be redeployed but they are not in a job loss situation.

Redundancy Protection

Additional redundancy protection is in place for pregnant employees, employees on Maternity or Adoption leave and for employees who have taken Shared Parental Leave for a period of 6 continuous weeks. This protection continues until 18 months after the date of birth, placement or for overseas adoptions, when the child arrived in the UK.

Whilst the additional protection applies, these employees must be offered suitable alternative employment, where it exists, in preference to other employees who have also been selected for redundancy.

Redeployment Process

Offer to Meet the Member of Staff

Human Resources will contact the member of staff concerned at the earliest possible opportunity and offer to discuss redeployment in more detail after a member of staff confirms they wish to seek redeployment. Should the member of staff wish for such a meeting they will have the support of the [People Partner](#) associated with their Department. This will typically involve identifying the categories and types of jobs that are likely to be suitable. Outcomes of any discussions will be confirmed in writing by the [People Partner](#) concerned.

Vacancies

Employees seeking redeployment should sign up to the 'redeployment register' which will alert them to newly advertised positions in the university, as they become available. Human Resources will keep a record of those who have expressed a wish to seek Redeployment.

The employee will be responsible for applying for suitable vacancies and taking active steps to seek alternative employment opportunities.

Employees who require further assistance or guidance in relation to any potential vacancies, should request it from the [People Partner](#) associated with their Department. The HR Department will endeavour to meet all reasonable requests for such assistance or guidance from redeployees.

During this period, the member of staff concerned should contact Human Resources if they identify any training needs that the university may be able to address, such as help in compiling CVs or specific training needs relating to any potentially suitable redeployment opportunities.

Applications for Vacancies

Where an employee has expressed an interest in a particular vacancy, they should submit an application in the usual way. Applications should be made using the approach stipulated in the advertisement and must be received by the closing date stated. **The member of staff is advised to clearly indicate in their application that they are a redeployee.** The redeployee should also inform their [People Partner](#) in writing before the closing date that they have applied for the vacancy in question.

The member of staff should demonstrate at the application and interview stage that they meet the criteria as detailed in the person specification.

After the closing date, the manager will compare the application with the job description and person specification. Redeployees who meet the essential requirements of the shortlisting/person specification will be offered an interview for the position.

The policy of the university is to offer redeployment where it is consistent with its academic objectives and legal obligations to do so. Where a redeployee is not offered a vacancy after interview, the redeployee and Human Resources will be advised in writing by the appropriate manager of the reasons for non-selection.

The member of staff will be granted reasonable time off work to attend job interviews and undertake other job search activities, whether internal or external, and for appropriate training throughout the redeployment period.

Should a redeployee's employment end before the conclusion of the redeployment process and the redeployment is subsequently successful, the individual will be re-appointed to the university and will retain continuous service.

Any redundancy and severance payments that were made would need to be re-paid to the university.

Training

When managers are interviewing redeployees, they should consider whether the member of staff might meet the job requirements with a reasonable amount of training. The panel should explore with the individual how much training may be required, whether the cost/time involved is reasonable and if the member of staff is keen to receive such training. Any training input must be contained within the agreed trial period.

Trial Periods

When a redeployee is offered an alternative post, a trial period of at least 4 and up to 12 weeks from the date of starting work in the new role will be offered. If during the trial period the employee terminates or gives notice to terminate the new role, the employee will retain any entitlement they have to a redundancy payment. Similarly, the university may during the trial period terminate or give notice to terminate the new role for a reason connected with a difference between the new contract of employment and the previous contract, in which case the employee will retain any entitlement they have to a redundancy payment. If the trial period is successful, employment in the new job will continue and the employee will have no further entitlement to a redundancy

payment. The trial period can be extended if both parties agree. Any extension will be confirmed in writing with a formal end date to the individual.

If during the trial period either party terminates or gives notice to terminate the new role, in the absence of any further redeployment opportunities the employee will be treated for contractual purposes as having been dismissed on the grounds of redundancy on the day on which the trial period ended. However, if the date when the previous appointment was due to end has not passed and there are no other redeployment opportunities, the member of staff will transfer back to their previous appointment until the original agreed end date (or the expiry of the original notice of termination). During the trial period the funding of the post holder's salary will remain the responsibility of the original employing department.

Refusal of Suitable Alternative Work

A member of staff will be deemed to have terminated their employment and will not be entitled to a redundancy payment if they:

- i. unreasonably refuse a suitable offer of employment, or
- ii. unreasonably decline to accept appropriate training which would facilitate redeployment.

In determining what is reasonable, the university will take into account the grade of the post that has been offered, any loss of status for the individual and the match of their skills and experience to the job on offer. The university may also consider any personal circumstances or factors cited by the individual as an influence on their decision.

Further Support

Should you have any queries about this policy or its implementation please contact your local [People Partner](#).

Further support is available from the [Employee Assistance Programme](#) (EAP). The EAP provides independent expert advice on both home and work concerns. Experts can provide practical information, fact sheets and packs, referrals to services in the local area and services such as short-term telephone counselling. This service is entirely independent from the university and is confidential. The EAP is paid for by the university and is free to university employees.