



## Redeployment – Frequently Asked Questions

### For Work Performance, Medical Reasons or Redundancy

#### Q1 – Why might I be placed on redeployment?

You may be placed on redeployment for medical reasons, work performance issues or due to organisational change or redundancy. There may also be circumstances where an employee is eligible for redeployment following a grievance or disciplinary investigation. The reason you are on redeployment will be discussed with you by your line manager. Whatever the reason there will always be someone you can talk to whether this be your line manager, an HR advisor or the [Employee Assistance Programme](#).

#### Q2 - How do I know if I am eligible of redeployment?

To be eligible for redeployment due to organisational change or redundancy the employee must have two or more year's continuous service. Eligibility for redeployment for other reasons will be made on a case by case basis.

#### Q3 - How long will I be on redeployment?

You will be placed on redeployment for your notice period which is determined by your length of service. You will receive one week for every full year of service, up to a maximum of twelve weeks. If you have less than four years' service you will be placed on redeployment for four weeks.

#### Q4 - What happens if I am on maternity leave when I'm told I will go on redeployment?

If you are redeployed while you are on maternity leave, adoption or paternity leave you will be placed on redeployment on the normal date you would be expected to return to work.

## Q5 - What is expected of me?

It is expected that you will be committed to securing a suitable alternative job and will, as part of this process actively look at available vacancies and apply for suitable alternatives.

When you go on redeployment you must sign up to myjobscotland job alerts so you will automatically be emailed details of any suitable vacancies. Redeployees, as part of the process should actively look at available vacancies, complete an online application form for suitable alternatives, prepare and attend interviews as well as being willing to undertake a four-week trial. If required, you should be prepared to undertake further training.

If you do not have access to the internet at home or a nearby library, in the first instance make your designated HR Advisor aware at the point of completing your personal profile. To discuss which vacancies have paper application available, please contact askHR on (01224) 664040 (Monday to Friday 08.30am to 5pm) and ask to speak to the Resourcing Team.

## Q6 - What is considered to be a suitable alternative?

Whether a position is suitable depends on:

- The terms of the job being offered.
- Your skills, abilities and circumstances.
- The pay, status, grade, hours and location of the job.

## Q7 - What do I do if I see an advertised job I want to apply for?

If you see a job that you wish to apply you should submit an online application form and then contact the Resourcing Team ([recruitmentadvice@aberdeenshire.gov.uk](mailto:recruitmentadvice@aberdeenshire.gov.uk)) who will inform the Recruiting Manager to review your application under the redeployment procedure.

## Q8 - Will I only be able to apply for a post on the same hours?

If you wish for your application to be considered under redeployment the post must be no more than 2.5 hours above, the same or 2.5 hours below your substantive post, also the grade of the post must be considered.

# FAQ's

## **Q9 - I am interested in a vacancy that is not at the same grade as mine. Can I still apply?**

You may express an interest and complete an application form for a post under redeployment if it is one grade higher, one grade lower or the same grade as your current role. Providing you submit an application form that demonstrates you meet the essential criteria in the job profile your application will be considered under the redeployment procedure. If the post is more than one grade higher you should apply under the normal recruitment procedures. If the grade is lower your salary will reduce to the grade of the post.

## **Q10 - Am I guaranteed an interview?**

If you demonstrate in your submitted application form (for that particular post), you meet all of the essential criteria detailed on the job profile you will be guaranteed an interview\*. If you are successful at interview you should be offered a four-week trial. If you are unsuccessful at interview for the post you will be provided with feedback by the manager of the vacant post.

\*This is providing the application is considered under the redeployment procedure. See Q8 & Q9

## **Q11 - It has been a few years since I applied for a job, is there any help available to me?**

You will be given a redeployment pack with information relating to applying for a job online and attending interview. You should discuss with your HR Advisor other options of assistance available.

## **Q12 - What is the trial period?**

If successful at interview, you have the opportunity to undertake a four-week trial where the alternative job offered is different from your substantive role. The time on trial is part of your redeployment period.

If at the end of the trial you are offered a suitable job and you unreasonably refuse it, you may lose the right to a redundancy payment.

## **Q13 - If I am successfully redeployed and then I see another post that I wish to apply for can I rely on the redeployment procedure for that post?**

No, once you have secured a post you are no longer on redeployment and therefore not covered by the procedure.

# FAQ's

## **Q14 - What if I have less than four weeks left on redeployment when I am offered a work trial?**

If you have less than four weeks left on redeployment when you are offered a work trial you will still be given the whole four weeks. However, if the trial is unsuccessful your redeployment will end when the trial period is finished.

## **Q15 - Am I waiving my right to redundancy if I express an interest in posts?**

No, we would encourage you to express an interest and complete an online application for a post where you are able to demonstrate you meet the essential criteria in the job profile. However, you need to be aware that if you decline an offer of suitable alternative employment you may lose your right to a redundancy payment.

## **Q16 - Will I still be entitled to a redundancy payment if I am redeployed?**

As an employee, you will not be entitled to a redundancy payment if you take up an offer of employment with Aberdeenshire council or any other body listed on the Modification Order before the expiry of their notice period and not starting later than four weeks after the end of the current contract of employment.

## **Q17 - What happens if there is no suitable employment for me?**

Aberdeenshire Council is committed to avoiding redundancy wherever possible, and seeks to avoid this through redeployment into suitable alternative posts. In the event that there is no suitable alternative employment for you, you will be dismissed under the appropriate Legal and People Policy.

# FAQ's



## Q18 - What support is available to me?

### Internal

- Line Manager and your designated HR Advisor.

We appreciate that this is a stressful time and we are here to help. Do not hesitate to get in touch with your line manager or your designated HR Advisor during your redeployment period.

- [Employee Assistance Programme](#)

This offers a completely independent and confidential off-site professional counselling service for all employees. In addition, this service is also extended to your immediate family.

### External

- [Citizens Advice Bureau](#)
- [Job Centre Plus](#)
- Banks - Your bank may offer you financial advice.

# Document Revision History

Document Revision History					
Rev No.	Rev Date	Summary of Changes	Reviewing Team	Reviewers	Next Review Year
001	08/08/2024	New Format	HR Operational	M Chapman	
002					