

HR & OD POLICIES

human resources and organisational development



Redeployment

Procedure for Work Performance,
Medical Reasons or Redundancy

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1. INTRODUCTION

The following procedure indicates the roles, responsibilities and actions which must be undertaken when an employee is identified for redeployment due to work performance, medical reasons or redundancy

2. ROLES AND RESPONSIBILITIES

The following points are not an exhaustive list.

Employees have a responsibility to:

- Sign up to job alerts through the myjobscotland website www.myjobscotland.gov.uk in order that they will receive automated emails alerting them to vacancies.
- Set up an account through myjobscotland website www.myjobscotland.gov.uk in order to apply for the redeployment vacancy and live vacancies.
- Regularly check the internal and external vacancies available on [Arcadia Lite](#).
- Be committed to looking for suitable alternative employment.
- Communicate clearly with their line manager and the designated HR Advisor at each stage of the procedure.
- Fully co-operate in any reasonable temporary duties which are identified.
- If work trial successful, employee to liaise with HR Transactional Team in order for relevant checks to be completed promptly.

Line Managers are responsible for ensuring the redeployment procedure is followed for any of their staff who become eligible. They will:

- Ensure the policy is available to and understood by their staff.
- Ensure the employee is aware of the reasons for redeployment and the options available.
- Keep a clear, accessible channel of communication open with the employee.
- Keep a note of all meetings.

- Seek advice from HR if a situation becomes unclear or there is disagreement as to the application of the procedure.
- Consult with any third party involved in this procedure i.e. Occupational Health Advisor.
- Co-operate and liaise with other Services as appropriate.
- Ensure the appropriate paperwork is completed.
- Ensure the employee has appropriate access to Arcadia for vacancy checking. If employee identifies an appropriate vacancy, provide relevant support to employee in order for online job application form to be completed promptly.

HR

Throughout the redeployment process support will be available to employees and management from HR.

HR Advisor

- Will liaise with the employee and the line manager regarding the redeployment procedure.
- Inform the Resourcing Team of the details including the start date and end date of a redeployee.
- Advise the recruiting manager of what steps to follow, if a work trial is to be arranged.

Resourcing Team

- Will send weekly vacancy lists for all available jobs within Aberdeenshire Council.
- Will be available to offer advice on applying for vacancies through myjobscotland further to the information that is presented in the redeployment pack.
- Communicate with the recruiting manager regarding an application that should be considered under redeployment.
- If work trial is successful, communicate with the HR Transactional Team regarding employment checks.

Recruiting Managers are responsible for following the redeployment procedure should this apply to their vacancy. They will:

- Respond swiftly upon notification of an application from a redeployee to the vacancy.
- Conduct a formal and transparent selection process to determine the suitability of employees for the post against the essential criteria in the job profile.
- Have clear and objective reasons if an employee is not interviewed or appointed from a redeployment situation.
- Offer support, training and guidance to any employee undertaking a redeployment work trial.
- Seek advice from HR if a situation becomes unclear or there is disagreement as to the application of the procedure.
- Ensure the appropriate documentation as well as all aspects of Talentlink and askHR are completed
- Inform the HR Transactional Team of the official start date after a successful work trial.

3. PROCEDURE

The circumstances in which an employee may be placed on redeployment under this procedure are as follows.

Redundancy

Employees may be placed on redeployment due to Organisational Change or Redundancy, resulting from reorganisation of any of the Council's Services or any other circumstance whereby an individual employee is at risk of losing their post through redundancy. The redeployment policy will follow on from the procedures outlined in the [Redundancy Policy](#).

Medical Reasons (Absence/ Capability)

The Council's Occupational Health Advisors may advise an employee can no longer undertake the duties in their job and recommend that the employee is considered for redeployment. The Occupational Health Advisors will provide guidance in respect of

identifying what a suitable post may be under the redeployment procedure for the employee.

The application of the Equality Act 2010 will be considered where appropriate and an assessment undertaken to determine if reasonable adjustments can be made to either the work environment or any specific duties of the post. This should be done when it is decided that the employee will be placed on redeployment. The redeployment policy will follow on from the procedures outlined in the [Attendance Management Policy](#).

Work Performance Ability

Where management has decided that an employee is consistently failing to carry out his/her duties to a professionally acceptable standard due to an apparent lack of ability then the employee will be placed on redeployment. The redeployment policy will follow on from the procedures outlined in the [Work Performance Ability Policy](#).

Other Reasons

There may be other circumstances where an employee is eligible for redeployment, this may be as a result for example following a disciplinary or grievance investigation. Placement on redeployment will be at the discretion of the Head of service (Legal and People).

4. ELIGIBILITY

Work Performance or Medical Reasons

The decision to place employees on redeployment for the reasons highlighted above e.g. Ill health or work performance ability will be made on a case by case basis by the employee's Service and with support from HR&OD.

Employees covered by the Scottish Negotiating Committee for Teachers may be considered for inclusion in this procedure on a case by case basis at the discretion of the Director of Education and Children's Services in relation to the circumstances detailed below:

- An employee being transferred from a teaching to a non-teaching post for the following reasons
- Capability - as detailed in Aberdeenshire Council's Attendance Management Procedure.

- Work Performance - in accordance with the General Teaching Council Scotland (GTCS) Code of Practice on Teacher Competence whereby a teacher is deregistered.
- Conduct - whereby a teacher is deregistered from the GTCS for conduct independent of the Aberdeenshire Council's [Disciplinary Policy](#).
- If redeployment is successful and the employee will incur excess travel expenses in the post, they may be eligible for reimbursement as detailed in the [Travel and Subsistence Procedure](#)

If no other suitable employment is secured for employees whilst on redeployment for these reasons they will be dismissed in line with the Attendance Management and Work Performance Ability Policies. They will not be entitled to a redundancy payment.

Redundancy only

This procedure will apply to any employee who has two or more year's continuous service whose post is at risk of redundancy.

If redeployment is successful and the employee will incur excess travel expenses in the post, they may be eligible for reimbursement as detailed in the [Travel and Subsistence Policy](#).

If no other suitable employment is secured for employees whilst on redeployment they may be entitled to a redundancy payment at the end of redeployment period.

5. PERIOD OF TIME ON REDEPLOYMENT

Work Performance or Medical Reasons

The employee will be placed on redeployment for their notice period, which is determined by service, up to a maximum of twelve weeks, commencing on the date determined by the designated HR Advisor.

There will be exceptional circumstances permitted whereby an extension to the prescribed period of time an employee is placed on redeployment as detailed in this policy may be extended. This extension will be at the discretion of the HR & OD Service. The period of time on redeployment will run concurrently with the notice period.

Redundancy only

The employee will be placed on redeployment for their notice period, which is determined by service, up to a maximum of twelve weeks, commencing on the date redundancy is confirmed.

Applicable to all

If the employee has more than two but less than four years' service, they will be placed on redeployment for four weeks.

Employees to be redeployed who are on maternity, adoption or paternity leave will be placed on redeployment on the normal date they would have returned to work. Unless the employee requests otherwise. Pay will recommence when the employee begins the redeployment period.

6. DISABILITIES

In circumstances where disabled employees require the services of a disability employment advisor or financial assistance please refer to the [Disability Employment Advisory Service](#) and [Access to Work](#) for further information.

7. REFUSAL OF SUITABLE ALTERNATIVE POST

Employees will be required to state reasons in writing for a refusal to accept a position following the offer of a post after interview or after the four week trial period.

Redundancy only

Refusing an offer may result in losing the right to a redundancy payment.

8. TRIAL PERIOD

A trial period of four weeks gives an employee the opportunity to try out a new job before an assessment is made of whether or not it is suitable. It gives the Recruiting Manager the opportunity to assess the suitability of the redeployee for the job, and identify whether any difficulties may be overcome. It also allows for an initial period of retraining. Any extension to the trial period must be agreed by the HR Manager and detailed in writing to the employee.

The existing Service will pay the remuneration for the employee during the trial period. This will also include any additional travel expenses incurred during the trial period.

The employee will remain on the rate of pay of their substantive post during the trial and any extra hours worked must be claimed by time sheet. Extra hours will be paid at the substantive rate of pay only; employees should be informed of this when asked to work more than the hours of the post.

If the employee has exhausted their sick pay entitlement and is passed medically fit to undertake a trial period their pay should resume at commencement of the trial.

The trial period will count towards the time the employee is on redeployment, however if they have less than four weeks left on redeployment when they are offered a post they will still be entitled to complete a four-week paid trial. If the trial is unsuccessful redeployment will finish at the end of the trial period.

If successful after the trial period the employee will receive a new Contract of Employment for the post and will be placed on the hours and grade of the new post. If the trial is unsuccessful the employee will continue on redeployment for the remaining time.

9. REDEPLOYMENT STAGES AND RESPONSIBILITIES

Stage 1 - Employee Identified for Redeployment

Work Performance or Medical Reasons

A meeting will require to be arranged between the line manager, HR Advisor and the employee to discuss the placement of the employee on redeployment. The [Initial Letter for WPC](#) to employee from their service line manager is to be used in relation to this meeting.

The employee must also be informed that if they wish they may be accompanied at any meetings in relation to redeployment by their Trade Union Representative or by a work colleague. This meeting must be convened no later than seven calendar days after the employee has been identified for redeployment.

The purpose of this is to explain the redeployment process, complete the personal profile, and clarify roles and expectations. The period of redeployment will begin the date the HR Advisor receives the Personal Profile.

Redundancy only

The employee will receive their Redundancy Confirmation Letter along with a [Personal Profile](#) to be completed. The letter will detail when redeployment will end.

Applicable to all

The employee must complete a [Personal Profile](#) to include details of the employee's experience and skills etc. The personal profile must be sent to the HR Advisor.

HR&OD will provide support if the employee requests any further advice or guidance on career options to ensure that every opportunity is taken and also provide advice on training that may be required for particular posts.

Stage 2 - Placement on Redeployment

Once placed on redeployment, It is also the employee's responsibility to keep up to date with any vacancies available within the Council. It is recommended the employee signs up to my job Scotland job alerts www.myjobscotland.gov.uk to be notified on a weekly basis of any vacancies. Employees should also regularly check [Arcadia Lite](#) for any internal vacancies.

Employees will also be sent weekly vacancy lists from HR&OD detailing all internal and external vacancies available.

Stage 3 - Identifying a Suitable Post

To establish whether a post is suitable the employee should consider the following criteria:

- Whether their skills, knowledge and experience match the essential criteria set out in the job profile.
- The terms and conditions of the post, including place of work, salary, grade, hours of work/shifts – are these substantially equivalent?
- Any travel they may need to do to reach their new place of work, however a post does not need to be in the same location to be deemed a reasonable alternative.
- Advice previously given by the Occupational Medical Advisor (if appropriate).
- Whether any adjustments to the workplace would be required arising from any disability.

Posts in higher or lower grades should not be considered automatically unsuitable. As a guide, it is considered that a post one grade higher, the same grade or one grade lower than the employee's current post may be suitable. These should be considered on a case by case basis.

If an employee on redeployment identifies a post which is more than one grade higher than their current post they must apply for this under the normal recruitment and selection procedures.

If there are any doubts on the suitability of a post, employees should contact their designated HR Advisor.

Stage 4 - Post Identified

If a suitable post is identified by the employee, they should apply for the post by completing and submitting an online application. Then emailing the Resourcing Team recruitmentadvice@aberdeenshire.gov.uk detailing the post they have applied for. The Resourcing Team will contact the Recruiting Manager to inform them of the application that should be considered under the redeployment procedure.

If the employee demonstrates in their online application that they meet the essential criteria from the job profile they will be given a noncompetitive interview for the post. Any other relevant documentation normally required for that post e.g. a Protection of Vulnerable Groups Scheme Record should be completed at this stage.

If the employee is being redeployed due to medical reasons the advice given by the Occupational Health Advisor should be referred to, to deem the appropriateness of the post. In some cases, occupational health may need to be contacted in order to assess the suitability of a specific post.

The Recruiting Manager must conduct the interview under the normal terms of the [Recruitment and Selection Policy](#) and the appropriate forms from this Policy should be completed. The reason that the employee has been placed on redeployment must not be disclosed to the Recruiting Manager unless; the employee expressly requests this to happen or provides the information themselves.

If the interview panel are satisfied that the employee is suitable for the post then a four week trial can commence. The Recruiting Manager should confirm the details including start and end dates with the employee using the [Successful Employee Letter](#).

If the post identified requires a Protection of Vulnerable Groups Scheme Record, the employee must not undertake the trial until this has been done.

(Time waiting for the Protection of Vulnerable Groups Scheme Record will not count towards the time on redeployment)

Throughout the trial period the new line manager should meet with the employee weekly to complete the [Trial Period Review Form](#), allowing each to see how the trial is progressing. Any issues raised in these meetings should be discussed with the HR Advisor.

If the employee is unsuccessful at interview the Recruiting Manager must inform them and give meaningful feedback to the employee using the [Unsuccessful Employee Letter](#).

If more than one redeployee demonstrates in their application that they meet the essential criteria, a competitive interview between the redeployees will be arranged.

Stage 5 - Trial Successful

At the end of the four-week trial, a meeting should be convened between the employee and the Recruiting Manager to discuss if it has been successful.

If the trial has been successful then the employee can be appointed to the post. The Recruiting Manager should inform the HR Transactional Team, who will complete the employee form to put the employee into post.

The employees existing line manager would need to submit an Employee Form via askHR taking the employee out of post on a permanent basis.

If it is felt that either party would wish an extension to the trial period and the reasons are justified then this should be discussed with the HR Advisor in the first instance.

If the employee is transferring to a post with the same grade then they will remain on the same salary point scale. If the grade is lower the employee will be placed on the top point of the lower scale. If the grade is higher the employee will be placed on the first point of the grade as per normal recruitment procedures.

If the employee is transferring due to a structure review, pay protection will apply in all circumstances where an employee suffers detriment to their salary. Accordingly, employees who are subsequently appointed or redeployed to a lower graded post will be eligible for pay protection.

Pay protection will be in place for one year from the implementation date of the review. For the first 6 months they will receive 100% of their previous salary and for the remaining 6 months they will receive the salary for the new post, plus 50% of the difference between the old and new grade for the post.

If the employee is successful after the trial period and will incur excess travel expenses in the post, they may be eligible for reimbursement as detailed in [Travel and Subsistence Procedure](#)

Stage 6 - Trial Unsuccessful

If the four-week trial has been unsuccessful a meeting should be attended by the trial line manager, the employee and an HR Advisor.

If the reasons for the trial being unsuccessful are not deemed satisfactory by either party, the line manager must ensure that the reasons for cessation of the trial post are put in writing by each party and sent to HR Transactional to be retained in the employee's personnel file.

The employee will go back on redeployment for the remaining eligible time.

There is no appeal against the decision of the trial line manager that the trial period was unsuccessful.

If the trial period is not deemed successful and if the reasons given by the employee and/or the Service are acceptable in consultation with the HR Advisor the employee will go back on redeployment for their remaining eligible time. The period undertaken on the trial will count towards the redeployment period.

If the trial is not successful and the employee has no time left on redeployment then the employee's employment will end when the trial period is complete.

Stage 7 - End of Redeployment Period

If at the end of the time on redeployment no suitable alternative employment is found then the line manager may wish to meet with the employee to confirm the employee's employment has ended. This meeting is optional.

The Line Manager will send a [Stage 7 Letter](#). The line manager must send an Employee Termination Form to HR Transactional via askHR to finalise the procedure.

The designated HR Advisor should retain a record of any posts brought to the attention of the employee. This should be kept in the employee's personal file.

For further advice and guidance on any of the above please contact [askHR](#).

Redeployment

Index of Documents

Procedure

Revision Date	Previous Revision Date	Summary of Changes
01- 09- 2011		Creation of all Documents
21- 08- 2015	01- 09- 2011	Formatting
25-05-2017	21-08-2015	Amalgamation of separate Redeployment Procedures into one document
19-07-2017	25-05-2017	To incorporate agreements relating to the Structure Review procedure
28-02-2022	19-07-2017	Minor updates – updated Stage 7 Letter
05-09-2022	28-02-2022	Update of terms