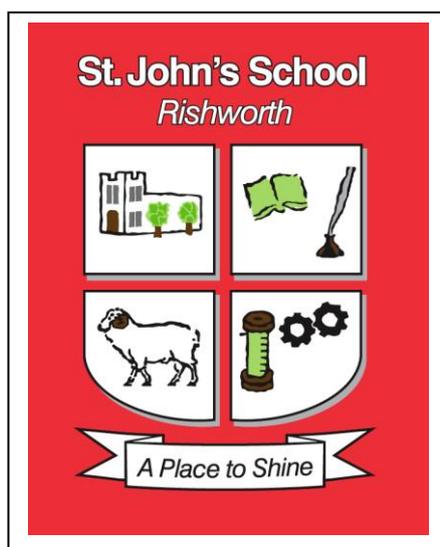


Redeployment Policy



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1. Introduction

- 1.1 Where the result of a redundancy exercise has identified staff at risk of redundancy, employers should consider whether those employees can be offered suitable alternative work within their own workplace or, as another option, support them in finding employment in other organisations.
- 1.2 This academy will work closely with other colleagues/schools in supporting staff to remain in employment whenever possible and, where appropriate, will apply relevant safeguarding arrangements in respect of pay.

2. Purpose and scope

- 2.1 Employees are the academy's greatest resource and effective staff management makes a major contribution to the delivery of effective services for our pupils. It is part of our employment practice to ensure, as far as is possible, security of employment for our staff and to take all necessary measures to avoid the need for compulsory redundancies.
- 2.2 Every effort will be made to identify other employment opportunities within the academy before affected staff leave their employment, in accordance with the notice of termination previously issued to them. We will afford such staff reasonable paid time off during working hours to look for other work or to arrange necessary or relevant training where appropriate.
- 2.3 The academy will ensure that a woman on maternity leave who is under notice of dismissal on grounds of redundancy will be offered any suitable alternative vacancy in preference to other employees.
- 2.4 A member of staff whose post is to be made redundant, and who wishes to be considered for redeployment, will be assigned a named contact (normally an HR advisor) who will consult with the individual to discuss their situation.

3. Redeployment register

- 3.1 The school in conjunction with their HR advisor will maintain a register of staff who, as a result of being selected for redundancy, wish to be considered for redeployment.
- 3.2 Staff will be interviewed by the headteacher or HR advisor and will be requested, in consultation with the HR advisor, to draw up a comprehensive profile of their skills, competencies, abilities and experience which will be used to match them to suitable alternative posts. Wherever possible any alternative employment identified will be of a similar nature and equivalent grading and salary to the redundant post.
- 3.3 Within the academy, job descriptions and person specifications for all new vacancies will be considered by the academy/HR advisor prior to any recruitment activity, in order to identify potential redeployment opportunities. Staff named on the register will receive regular information regarding current vacancies within the academy and they will also be signposted to the local authority's vacancy bulletin.
- 3.4 A register with anonymised staff information will be circulated by the academy to all other schools within the local authority and additionally may be circulated to targeted establishments with specific groups of staff (such as, for example, nursery nurses).

- 3.4 The headteacher (or HR advisor) will maintain a record of all activity undertaken in an attempt to redeploy an individual.

4. Suitable alternative work

- 4.1 If suitable alternative work is available it should be offered in writing. The offer should specify how the new employment differs from the old job. To preserve continuity of employment, the offer of the new job must be made before the redundancy takes effect, with a starting date no later than four weeks after the first job ended.
- 4.2 If a job offer is made which is suitable (in terms of content, pay, grade, status, location etc) and which is rejected by the employee without good reason there may be no liability to make a redundancy payment (according to ACAS). Discussions with the employee and trade union representative will help to determine whether a job under consideration is deemed to be a suitable alternative.

5. Trial period

- 5.1 An employee who is under notice of redundancy has a statutory right to a trial period of four weeks in an alternative job where the provisions of the new contract differ from the original contract.
- 5.2 The effect of the trial period is to give the employee a chance to decide whether the new job is suitable without necessarily losing the right to a redundancy payment. Where training is needed to undertake the new post, this trial period can be extended by written agreement between both parties.
- 5.3 The written agreement must specify the date on which the trial period is to end and the terms and conditions that apply in that alternative employment. However, the right to receive a redundancy payment will be lost if the member of staff's termination of the contract during the trial period is considered to be unreasonable.
- 5.4 During the trial period the headteacher or HR advisor will ensure both that:
- the member of staff being redeployed receives a thorough planned induction into the role within week one
 - a meeting is held during week four between the headteacher (or HR advisor) and the member of staff being redeployed to determine whether or not the latter wishes to accept the new post.
- 5.5 If the trial period is unsuccessful, the member of staff will be eligible for a redundancy payment (in other words there is a return to the pre-trial situation).
- 5.6 If the employer wishes to terminate the new contract within the four weeks for a reason connected to the new job, the employee will preserve the right to a redundancy payment under the old contract.

6. Offer of a new job with a Modification Order Body

- 6.1 If an employee has been given notice of redundancy but, before the dismissal takes effect, receives an offer of employment from another body specified in Schedule 2 of the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 **and** takes up this offer within four weeks of the previous

contract of employment ending, the individual will lose entitlement to a redundancy payment (because their continuity of service is preserved).

- 6.2 To ensure that their employee receives the appropriate payment, the academy will seek confirmation from those members of staff selected for redundancy that they will not, within four weeks of the date of redundancy, be taking up any other employment covered by the above Modification Order.

7. Salary safeguarding

- 7.1 Permanent staff who are redeployed have certain rights to safeguarded payments if the salary in their new post is less than in their previous post.
- 7.2 Salary safeguarding for teachers will be in accordance with the School Teachers' Pay and Conditions Document in force at the time.
- 7.3 Salary safeguarding for support staff will be in line with the local authority's safeguarding arrangements in force at the time.

8. Additional assistance

- 8.1 According to ACAS it is good practice to give redundant employees as much information as possible to help them during this difficult period. The academy will support employees by providing information and advice as appropriate including:
- financial effect of redundancy including redundancy pay, pension benefits etc
 - how to complete application forms and present themselves at job interviews
 - how to search for appropriate vacancies and follow up opportunities
 - the importance of being prepared to consider a wide range of alternative jobs.
- 8.2 In relation to the position of benefits this is an extremely complex situation and employees will be advised to seek detailed advice from a benefits adviser or their local Jobcentre Plus office.

9. Support payment/grant

- 9.1 Any support grant that may be payable in respect of redeployment of redundant staff at another school within the area will be paid in line with current local authority policy.

10. Other policies and procedures

- 10.1 This policy will be supported by the following policies and procedures:
- Redundancy Policy
 - Review and Restructure Policy