



# Redeployment Policy

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# Redeployment Policy

## 1. Introduction

- 1.1. Northern Education Trust (NET) has a statutory duty to mitigate against compulsory redundancy wherever possible. This includes supporting at risk staff in seeking alternative employment. The Trust will apply this redeployment policy whenever an employee is displaced or is at risk of redundancy.
- 1.2. There may also be, on occasion, a need to seek a suitable job alternative for an employee on the grounds of ill health and/or disability.
- 1.3. The Trust cannot guarantee that all displaced employees will be offered a suitable alternative position. However, every effort will be made, up to and including the last day of service, to identify a suitable redeployment opportunity and, if an employee is successfully redeployed, the redundancy notice will be withdrawn.
- 1.4. Please note the geographical spread of the Trust may limit the number of redeployment opportunities available.
- 1.5. Employees have the right to a 4-week trial period for any alternative employment offered. This can be extended for up to 6 weeks if mutually agreed before the commencement of the trial period.

## 2. Support for employees

- 2.1 Opportunities for redeployment will be considered as soon as an employee is identified as 'at risk'. The employee will work his/her contractual notice period concurrently whilst seeking, and being advised of, any potential redeployment opportunities.
- 2.2 The introduction of a Trust vacancy authorisation form now requires all Principals to seek approval from the Chief Executive prior to any posts being advertised. This will allow the Trust to be more proactive when looking for redeployment opportunities for those staff at risk of redundancy or seeking alternative work on the grounds of ill health and/or disability. Employees will be notified of any redeployment opportunities by the Principal or Executive Principal.
- 2.3 Employees at risk of redundancy are required to fully cooperate with this process by expressing an interest in any suitable alternative post. Similarly, the Principal or Executive Principal will discuss any suitable vacancies with the employee. Should an employee express an interest the Principal or Executive Principal will contact the academy or Trust central team where the vacancy exists and the employee will be guaranteed an interview for the post.
- 2.4 Should an employee reject an offer of suitable alternative work, without due cause or good reason, any entitlement to a redundancy payment may be forfeited.
- 2.5 Support for employees may include counselling and access to Occupational Health; and training and development as appropriate and within any financial constraints. Reasonable paid time off to attend job interviews will be granted and external support from Job Centre Plus will be offered.

### **3. Suitable Alternative Employment (SAE)**

- 3.1 The broad meaning of SAE is that the employment offered must be substantially similar to the post which has been lost. In deciding whether a post is SAE, consideration should be given to the pay and grading of the post; the nature of the duties and any qualification requirements; the location of the work; any relevant medical/health considerations and any circumstances particular to the employee.

### **4. Employees on maternity leave**

- 4.1 A woman on maternity leave has a legal entitlement to return to work. If it is not possible, (due to a redundancy situation), to return to the post she held prior to maternity leave, she has the legal right to a comparable vacant post (if one exists). The effect of this legal right is that she must be offered any position that is a suitable alternative in preference to other staff. The new job must be suitable and appropriate and not substantially less favourable than the previous contract. However, if no alternative post exists, this does not mean that the employee cannot be selected for dismissal by reason of redundancy.

### **5. Ill health redeployment**

- 5.1 In ill health cases, the situation will be kept under regular review by the Principal and advice sought from the Trust HR function and the Occupational Health provider.
- 5.2 If Occupational Health recommend that the employee is unfit to carry out the duties of their current post but could be considered for alternative work, the Principal will meet with the employee to discuss any possible options within the academy. If there are no suitable vacancies, other redeployment opportunities will be sought via the vacancy authorisation forms and the employee will be guaranteed an interview as long as they meet the minimum essential criteria on the person specification. Depending on the circumstances of the case, it may be a reasonable adjustment to redeploy the employee without the need for interview.

## CONTACTS

For advice on the content of this guidance please contact:

Judith Telford  
Director of Human Resources  
Northern Education Trust  
[jud.telford@northerneducationtrust.org](mailto:jud.telford@northerneducationtrust.org)  
M: 07976 044539

Jessica Worthington  
HR Manager  
Northern Education Trust  
[jess.worthington@northerneducationtrust.org](mailto:jess.worthington@northerneducationtrust.org)  
Tel: 07714 245673

Helen Neary  
Senior HR Advisor  
Northern Education Trust  
[Helen.neary@northerneducationtrust.org](mailto:Helen.neary@northerneducationtrust.org)  
Tel: 07714 245678

Zoe Strike  
HR Advisor  
Northern Education Trust  
[zoe.strike@northerneducationtrust.org](mailto:zoe.strike@northerneducationtrust.org)  
Tel:07715671660

Katie Rose  
HR Advisor  
Northern Education Trust  
[katie.rose@northerneducationtrust.org](mailto:katie.rose@northerneducationtrust.org)  
Tel: 07715 655495

Employees are also encouraged to contact their trade union representative for advice and support where appropriate.