



## **Redeployment Procedures and Guidelines on Pay Protection**

1. Staff with 12 months or more service whose posts are at risk of redundancy will be eligible for redeployment unless subject to particular statutory immigration provisions. If staff are unsure of eligibility they should contact their Human Resources Manager for advice.
2. Staff may also be eligible for redeployment if, due to a disability, they are unable to continue in their present post. In addition staff who are on maternity leave are entitled to be considered for redeployment. In these circumstances the Human Resources Division will confirm in writing their eligibility for redeployment. The law requires that priority be given to redeployees on the basis of maternity leave or disability.
3. Staff will be eligible for redeployment opportunities for posts of equivalent or lower grades. Staff may wish to apply for posts of a higher grade but must do so under the normal recruitment processes.
4. The University will write to all eligible staff six months prior to their potential contract or funding end date to invite them to submit their details to the University's redeployment register. Unless they have been provided with notice of the redundancy at an earlier date. This letter may be sent prior to any meeting within the School and prior to any decision being taken in respect of the post. The purpose of offering the potential for redeployment at this time will be to provide the potentially affected member of staff the opportunity to access suitable alternative employment at the earliest opportunity.
5. If after the meeting with the School it is determined that the member of staff's post/funding is being extended then they are not at risk of redundancy and will no longer be eligible for redeployment. Any applications already in the redeployment system will be automatically withdrawn and the individual's details removed from the redeployment register.
6. The University is committed to seeking to provide suitable alternative employment for staff potentially being made redundant but this may not be achieved through an exact match. All staff involved in the redeployment process should remain flexible and open to new opportunities specifically in terms of the role, the location and working environment of posts on offer.
7. Eligible members of staff will be placed on the University's Redeployment Register which will be maintained by the Human Resources Division. Staff will complete the Redeployment Skills Profile which will include their current grade, redeployment ID number, current School/Directorate, current job title, qualifications, skills summary and brief details of preferred roles.
8. Prior to advertising vacancies, recruiters will be expected to consider all staff on the Redeployment Register to determine those who may satisfy the essential selection criteria for interview, or those who could satisfy these criteria with reasonable retraining. Advice on reasonable training may be obtained from the Human Resources Division and will be specific to the requirements of the individual/post.

9. The individual member of staff may also identify suitable posts, modify their profile accordingly and request that their profile be submitted to the relevant recruiter.
10. If a recruiter identifies a potential applicant from the Redeployment Register, the member of staff will be contacted to confirm whether they are interested in being considered for the vacancy. In the event that they are they will be considered with any other redeployment candidates with a view to assess their suitability for appointment.
11. If following any interview the relevant member of staff fully satisfies the essential selection criteria with reasonable training, they will be offered the opportunity to be redeployed to the new position, subject to a mutually agreed trial period comprising of the statutory four week period. This period can be extended prior to commencement by mutual agreement should it be considered practical and necessary for retraining purposes. Any extension to the four week trial period will be agreed on a case by case basis.
12. Trial periods may be terminated by the University at any time during the period if the redeployment is not considered successful for reasons arising from ability of the individual to undertake the new role to the standard required. The member of staff may also terminate a trial period, following appropriate consultation, unconditionally on the grounds that it is considered unsuccessful. If the redeployment is successful and the member of staff remains in post they will no longer be eligible for redundancy pay. During the trial period weekly reviews will be conducted to assess the suitability of the role and the candidate. At the end of the trial period if the member of staff has met the required standard they will receive confirmation of their ongoing employment from the Human Resources Division.
13. Any member of staff who has received formal notice of redundancy, who unreasonably declines an offer of suitable alternative employment or unreasonably terminates a trial period, will normally forfeit the right to redundancy pay.
14. Where there is a dispute over the reasons for non-selection for interview or redeployment, about the suitability of alternative employment, or whether a trial period was terminated unreasonably, the member of staff should write to the Deputy Director of Human Resources (Recruitment and Information Management) outlining the nature of their concern and the matter will be reviewed by a Pro Vice Chancellor with a member of the recruitment team involved.
15. Staff who are redeployed will receive a written statement of the terms of their amended contract; continuity of service and service-related benefits will be protected. Staff accept as a condition of redeployment to undertake appropriate retraining as deemed necessary by the University

### **Pay Protection**

16. As part of the University's commitment to its staff, the University offers transitional pay protection to staff who accept redeployment to a lower graded posts as suitable employment as an alternative to redundancy. Pay protection is not a legal requirement and to ensure equal pay for work of equal value cannot be long term. Short term protection is available to provide time for staff to accommodate the financial impact of taking up alternative employment at a lower grade.
17. Pay protection is the freezing of an individuals' basic salary when a staff member competes for and is formally appointed to a job on a lower grade through the redeployment process. Entry to the redeployment process is available only to those notified formally that their job is at risk and is confirmed in writing to those individuals. Staff who refuse a post at their own grade and subsequently accept a lower graded post will not be eligible for pay protection, as the offer of a job on the same grade satisfies the employer's duty.

18. Pay protection will not apply when staff change to a lower graded role due to:
- performance issues
  - the outcome of a disciplinary /harassment case
  - return to a substantive post following a secondment to a higher grade
  - application for and acceptance of a lower graded post by a member of staff not at risk of redundancy.

Pay protection will not apply to a member of staff to whom a redundancy payment has been made.

19. Pay protection will be offered to assist staff with their transition to the lower graded post on the following basis. The difference between the member of staff's salary at commencement of the new role and the salary for the new post will be calculated. If during the course of the year, a pay award is applied, the protection will be recalculated to reflect the reduced difference between the original salary and the revised salary for the lower graded post.<sup>1</sup> Protection will be applied on a reducing basis over one year:

The first 3 months in the new post	100% of the difference
In months 4 to 6	75% of the difference
In months 7 to 9	50% of the difference
In months 10 to 12	25% of the difference

Following 12 months in the post the protection will end and the staff member will be paid on the top point of correct grade (not including discretionary points) for the post. The pay protection amount will not be pensionable. For further information on the implications of any change on a member of staff's pension can be obtained from the Pensions Section, Finance Division or at the following link <http://www.cardiff.ac.uk/fince/servicesstaff/Pensions/index.html>

20. If a staff member is redeployed to a lower graded post on a reduced FTE then the protection will be calculated on a like for like basis, i.e. on the difference between the original post at the new FTE and the new suitable alternative post at that FTE.
21. Protection will not cover any other Terms and Conditions of Employment<sup>2</sup> including annual leave entitlement, pension arrangements or any ad hoc, temporary or short-term payments over and above the staff member's basic annual salary. Any previous entitlement to any on call or unsocial hour payments applicable to the original job but not to the lower graded job would not be subject to protection
22. The costs of pay protection will be met by the School/Directorate in which the original job was based.

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<sup>1</sup> The protection payment will be based on the difference between the original higher salary and the salary for the new lower graded post. If the salary scale is uplifted by a national pay award during the protection period, that will be taken into account and the difference will be recalculated. In calculating the difference the new salary will have the pay award applied and will be subtracted from the original salary (which will not have the pay award applied).

<sup>2</sup> The University does not have terms which accrue with length of service with the exceptions of sick pay and those aligned to statutory requirements.