

Isle of Wight Council
**MODEL REDEPLOYMENT
POLICY FOR SCHOOLS**
May 2013

1 Document information

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V0.3	December 2011	Third Draft
V0.4	December 2012	Policy updated – out for consultation
V0.5	February 2013	Approved
V0.6	May 2013	Policy amended (following changes to HR provision)

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3 Introduction

Redeployment allows employees under notice of dismissal to consider, and to be considered for, alternative employment into suitable vacancies:

[delete as applicable]:

- within this school and the local authority where the local authority is the direct employer (*applicable for schools maintained by the local authority where the local authority is the employer*);
- within this school (*applicable to schools where the governing body is the employer*).

The School (*and local authority if applicable – delete if the governing body is the employer*) will use its best endeavours to offer suitable alternative employment to employees displaced because of:

- changed organisational circumstances;
- ill health or disability;
- non-renewal of their fixed term contract for those with more than two years' continuous service if the start date is 6/04/2012 or after. One year's continuous service if the start date is prior to 6/04/2012;
- the recommended outcome of a formal procedure.

4 Responsibilities

Redeployment of staff is a joint responsibility between the employee under notice, the school (*and their HR provider – check the contract to see if this is included*). In addition, those responsible for recruitment in the school are expected to make every effort to secure employment for staff under notice, taking into account how quickly and effectively the employee would be able to perform the role to the required standard given the appropriate training and management support.

5 Timeline

[Delete as appropriate]

For schools where the LA is the employer:

Once the redeployment period starts, employees will be able to access the employment support facilities and receive priority consideration for vacancies within the school and the council.

Eligibility for redeployment period is as follows:

- employees who are under notice of termination by reason of redundancy will be eligible to be placed on the council's redeployment list and for prior consideration for general vacancies.
- employees who have received an "at risk" letter, but are not under notice of dismissal, will not be placed on the Redeployment List and therefore will not be eligible for prior consideration.

For schools where the governing body is the employer:

Once the redeployment period starts, the employee will be entitled to apply for and receive priority consideration for vacancies within the school.

Employees who have received an "at risk" letter, but are not under notice of dismissal, will not be entitled to receive prior consideration for vacancies within the school.

6 Employee responsibilities

During the redeployment period all employees under notice, including anyone absent for any reason, will be required to:

- meet with their line manager/head teacher to discuss their employment position. They may be accompanied by their Trade Union representative or a work colleague at such meeting(s);
- submit a completed Curriculum Vitae (CV) (Appendix A) to the line manager/head teacher at the start of the process. The CV will be used in place of an application form for matching against potentially suitable vacancies which may arise during the redeployment period;
- make all reasonable efforts to identify suitable posts e.g. by studying the weekly vacancy bulletin, which will be made available by means of an electronic copy *(for those schools where the LA is the employer – delete this point if the governing body is the employer)*;
- attend appointments with Occupational Health Advisers or other medical practitioners as required;
- keep in regular contact with their line manager/ head teacher, particularly if they are absent on sick leave;
- undertake appropriate training should this be required.

7 Line manager responsibilities

During the redeployment period, the employee's line manager/head teacher will:

- meet regularly with the employee to discuss progress and offer support and guidance;
- ensure their staff receive copies of all applicable vacancy bulletins and all relevant information;
- liaise with HR, County Hall, over possible redeployment opportunities *(for those schools where the LA is the employer – delete this point if the governing body is the employer)*;
- liaise as necessary with HR, County Hall, to discuss redeployment opportunities for the employee under notice and arrange interviews *(for those schools where the LA is the employer – delete this point if the governing body is the employer)*.

8 HR responsibilities

[Delete as appropriate]

For schools where the LA is the employer:

The Human Resources Team at County Hall will:

- operate the redeployment register;
- ensure that suitable vacancies are not circulated internally or externally until all employees under notice have had the opportunity to consider the vacancy;
- support line managers in assessing redeployment opportunities for staff at risk.

For schools where the governing body is the employer:

Schools should:

- take advice from their HR provider to ensure that the school's redeployment register/process is operated fairly;
- ensure that employees are notified of all vacancies during the redeployment period;
- ensure that school vacancies are not advertised externally (there may be exceptions to this, e.g. teaching vacancies, please take appropriate advice) until all employees under notice have had the opportunity to consider the vacancy.

9 Recruitment

The school's standards regarding recruitment and selection will apply when considering staff for redeployment.

Selection decisions will need to take into account any gaps in skills identified in comparison with the person specification and whether these gaps can be bridged by reasonable and appropriate training, coaching or guidance together with any need to make reasonable adjustments as required by the Equality Act 2010. Consideration needs to be given as to whether such gaps can reasonably be met. Unless demonstrably unsuitable, it is expected that the employee under notice will be redeployed into a suitable vacancy.

An employee facing redeployment is entitled to apply for any post and will be eligible for full consideration under this policy, whether the post is graded higher or lower than the employee's substantive grade, where their skills, qualifications and competencies match.

10 Offers of redeployment

Where an offer of redeployment is made it will be put in writing and the following conditions will be included.

10.1 Pay

Support staff

Employees redeployed to posts on the same substantive grade will retain their current salary and incremental date.

Employees redeployed by reason of redundancy to posts graded lower than their substantive grade will receive salary protection limited to a period equivalent to the period of notice to which they would have been entitled.

Appointment to the new lower graded post will normally be made at the maximum of the grade unless the new manager / headteacher determines that the level of competency the employee brings to the role is insufficient to justify the maximum of the grade, in which event a lower salary point would be offered and applied.

The redeployee's originating school or department will be required to reimburse the new school or department for any excess compensatory payment (*applies to schools where the LA is the employer – remove in schools where the governing body is the employer*).

Employees who are redeployed on grounds other than redundancy to a post graded lower than their substantive grade will not receive any salary protection.

Teaching staff

Any salary protection will be in accordance with the School Teachers' Pay and Conditions Document. *[Delete if not applicable e.g. academies where this document does not apply]*

The redeployee's originating school or department will be required to reimburse the new school or department for any excess compensatory payment. *[Applies to schools where the LA is the employer – remove in schools where the Governing Body is the employer].*

10.2 Other allowances and / or equipment

Allowances and / or equipment relating solely to the post held by an individual e.g. car user allowance, mobile phone etc., are not transferable. Only allowances and / or equipment applicable to the new post will apply from the date the new post is taken up.

10.3 Trial period

Employees who are redeployed will be given a trial period of a maximum of four weeks from the start of engagement of work into the new post. The purpose of the trial period is to allow individual employees and the recruiting manager/head teacher to determine whether or not the post to which an individual has been placed is suitable. Formal reviews will take place between the individual and the manager during and towards the end of the trial period. Written confirmations of such reviews will be issued to the employee.

The trial period may be extended in individual cases, for training purposes or in extenuating circumstances, at the discretion of the line manager/ head teacher in consultation with their HR provider. Any agreed extension must be confirmed in writing to the employee.

At the end of the trial period employees are either:

- confirmed in their new post; or
- unsuccessful in the new post and the individual is placed back on the redeployment register for the remainder of the redeployment period.

The school and / or council reserve the right to terminate the redeployment arrangements if it considers during or after the trial period that the employee is unsuitable in the new post. Where this right is exercised, the reasons will be explained, discussed and confirmed in writing to the employee, who will have the right to be accompanied at any such meeting by a work colleague or trade union representative.

10.4 Termination of employment

If all attempts to redeploy an employee are unsuccessful by the end of the redeployment period, their employment will be terminated immediately if notice period has ended or with the notice given being the balance from the originating dismissal notice.

10.5 Appeals

- 10.5.1** If the employee is dissatisfied with the way in which s/he has been dealt with under the terms of this policy s/he has the right of appeal.
- 10.5.2** The employee should write to the clerk to the governing body within ten working days of the date of the decision letter. S/he will acknowledge receipt of the appeal and appoint a panel of governors.
- 10.5.3** The employee must state clearly why s/he is making the appeal, which must be based on one or more the following grounds:
- failure to be offered a trial period in a particular post;
 - failure to be included in a particular “ring fenced” group;
 - failure to be appointed to a post in the new structure;
 - the suitability of offers of alternative employment;
 - incorrect application of the redeployment process.
- 10.5.4** The appeal will, wherever possible, take place within 15 working days of receipt of the employee’s written notice of appeal. This period may be extended where necessary preferably by agreement of both parties.
- 10.5.5** The appeal will be heard by a panel of three governors who have previously not been involved in any part of the proceedings.

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- 10.5.6** The employee will be invited in writing to attend an appeal hearing and will have the right to be accompanied by a trade union representative or work colleague. The employee and his / her representative or companion must take all reasonable steps to attend.
- 10.5.7** The purpose of the appeal hearing is to consider any representations from the employee or his / her representative.
- 10.5.8** The employee is entitled to give a full account of his / her case and must provide any supporting evidence for the basis of his / her appeal to the clerk to the governing body seven working days prior to the appeal hearing date. The employee must also provide the name of any witnesses s/he wishes to call at least two working days prior to the hearing.
- 10.5.9** The manager/head teacher who made the decision which is the subject of the employee's appeal must provide a management case statement to the clerk to the governing body seven working days prior to the appeal hearing date. The manager must also provide the names of any witnesses s/he wishes to call at least two working days prior to the hearing.
- 10.5.10** All parties will receive a copy of the evidence provided to the panel five clear working days prior to the hearing.
- 10.5.11** The panel will:
- consider all the evidence;
 - determine whether the grounds for the previous decision were valid;
 - determine whether the previous decision is upheld or not upheld; and
 - identify any actions that should be taken as a result of this decision.
- 10.5.12** As soon as possible after the conclusion of the appeal hearing, the chair of the panel will convey the decision verbally to both the employee and the manager who made the previous decision.
- 10.5.13** The decision, including rationale, will be confirmed in writing to the employee within five working days of the appeal hearing.
- 10.5.14** The decision made at the appeal is final and ends the internal procedure.

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- 11 Related documents** – please list here the documents that the school has adopted that link into this policy, e.g. Organisational Change Policy / Redundancy Policy / Redundancy Scheme for school based staff / Premature Retirement Scheme for schools etc., and if possible provide a hyperlink for electronic versions.

12 Appendix A – Curriculum vitae

Name:	
Contact number:	e-mail address:
Home address:	
Profile / Personal Statement	
Current position, employment history and experience	
Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	
Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	
Employer	Job Title
Address	
Period of employment	
Job purpose and key achievements	
Key skills of the job	

Skills, competency scores and achievements		
Education and qualifications (include level and date achieved)		
Training and vocational skills		
Preferred future employment choices (identify any restrictions)		
I am interested in IWC only	I am interested in public sector jobs only	I am interested in sharing this information with all potential employers
Any exceptions	Any exceptions	Any exceptions

References