



Redeployment Policy

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1 Aim

- 1.1 The aim of this policy is to assist employees who are in a redeployment situation. Through this policy, the CultureNL will, as far as is reasonably practicable, retain employees in employment by seeking suitable alternative employment.
- 1.2 The circumstances in which it may be considered include:
 - Ill-health
 - Disability
 - Job sharing (where no partner can be found, or where there is no alternative operational solution)
 - Disclosure Check
 - Capability grounds
 - Redundancy

This list is not exhaustive. Further details on ill health refer to CultureNL's policy and guidance on Managing Attendance and for job sharing refer to the CultureNL's Job Sharing Policy. When considering redundancy, there is a separate policy and procedure which should be followed.

2 Scope

This Policy covers all employees.

3 CultureNL's Position

- 3.1 CultureNL will make every effort to redeploy employees and every attempt will be made to match the existing terms and conditions of service as far as is reasonably practicable. However, there will be no guarantee that employees will be redeployed into a post at the same wage/salary, hours of work, location etc. and, therefore, there will be no entitlement to preservation of the previous terms and conditions of employment, including salary/wage.
- 3.2 Employees in a redeployment situation will be considered for suitable alternative posts, provided they meet the essential criteria, or could satisfy the essential criteria with a short period of training during the period of the job placement.
- 3.3 Redeployment will be pursued for a period of up to 3 months. If at the end of that period, a suitable alternative post has not been secured, the circumstances of each case will be considered within the terms of the relevant CultureNL policy.
- 3.4 The CultureNL will provide appropriate training and support for the new post, where necessary.
- 3.5 The CultureNL will ensure that employees who are in a redeployment situation will be granted a suitable job placement for a minimum of 4 weeks, where necessary. This will be subject to review at the end of this period but may be extended in exceptional circumstances, to a maximum period of 3 months. The extension will be dependent upon the circumstances of each case, but could include situations where the employee is borderline in relation to meeting the essential criteria, where an element of training (normally not exceeding a period of 3 months) is required to bring the employee up to the minimum standard to adequately fulfil the duties of the post. Within the period of the job placement, the employee will continue on his/her existing terms and conditions of employment as part of a phased transition.
- 3.6 CultureNL will make every effort to redeploy employees within a total period not normally exceeding 3 months, unless there have been extenuating circumstances which warrant special consideration. Management will consider each case on its own merits, and in consultation with Human Resources.

3.7 If, having exhausted this procedure, redeployment is not possible, the case will be dealt with in accordance with the appropriate policy or procedure, and may ultimately lead to the termination of the contract of employment.

4 Procedure

4.1 Service Obligations

Service management should attempt to find suitable alternative employment within their own Service in the first instance and across other CultureNL Services. This will include considering employees for employment at other locations and/or on other appropriate duties including posts which are not necessarily the same as their existing grade, or on their existing salary/wage but which are as near as is practicable to the employee's substantive terms and conditions of service.

In the case of employees with a disability, CultureNL must consider making suitable reasonable adjustments where appropriate, under the terms of the Disability Discrimination Act 1995, as amended, and in line with case law.

The Service will be required to ensure the employee(s) completes a personal profile providing details of their skills, experience and knowledge. The line manager should assist the employee with the completion of the personal profile. Both parties should sign the completed personal profile.

4.2 Role of Human Resources

From the start of this process, Human Resources will provide advice and assistance as necessary. This may involve assisting the employing Service by circulating the redeployment profile received from the employing Service as appropriate; the identification of suitable vacancies for redeployment, to enable the employing Services to discuss these vacancies with the employee; withhold identified vacancies from the advertising process. These posts may only be advertised more widely if, following the interview of the redeployed person, the individual is not suitable. Human Resources will also facilitate discussions between Services to secure suitable redeployment as and when necessary. Once this process has been exhausted, as a result of the efforts of both the employing Service, and Human Resources, if no suitable alternative is found, consideration of each case will be within the terms of the relevant CultureNL policy e.g. CultureNL's Managing Attendance Policy, Redundancy Policy etc.

APPENDIX 1

GLOSSARY OF TERMS

Recruiting Service	Service where the vacancy exists.
Original Service	Service currently employing the employee who is in a redeployment situation.
Employing Service	Service hosting the employee for a job placement period, in accordance with this policy.
Job Placement	An opportunity for the employee who meets, or all but meets, the essential criteria for the post to try out the duties of a suitable alternative post.