

Redeployment Procedure

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Ask Student Services for details.

www.perth.uhi.ac.uk

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	April 2026	Procedure created

Redeployment Procedure

1 Purpose

UHI Perth is committed to protecting job security for staff, as far as practically possible. Where that is not possible, UHI Perth will follow the steps detailed in this procedure by way of attempting to avoid redundancy, or to support a member of staff who is required to move to another role for other reasons (for example, being medically unfit to remain in their current role). In all cases UHI Perth will undertake the steps described in relation to support and notice periods to minimise the impact on affected staff. Where no suitable redeployment is available, the relevant procedure (such as Sickness Absence Procedure and Redundancy Procedure) will be followed.

2 Scope

This procedure provides a structured approach to managing redeployment and applies to all employees of UHI Perth.

3 Responsibilities

The Depute Principal is responsible for the content and legal compliance of the procedure.

Line managers and HR staff are responsible for the proper application of this procedure.

The Risk and Project Officer will arrange for completed procedures and EQIA's to be posted on the website.

4 Basis for redeployment

Employees may be eligible for redeployment in the following situations:

Where a potential redundancy situation arises, e.g.

- The employer has ceased, or intends to cease, to carry out the business for the purposes of which the employee was so employed.
- The employer has ceased, or intends to cease, to carry on the business in the place where the employee was so employed
- The requirements of the business for employees to carry out work of a particular kind has ceased or diminished or are expected to cease or diminish
- The requirements of the business for the employees to carry out work of a particular kind, in the place where they were so employed, has ceased or diminished or are expected to cease or diminish.
- Where funding or a specific project is about to cease.
- When disadvantaged due to medical condition or disability that cannot be overcome by application of all available reasonable adjustments.

Redeployment does not apply in the following circumstances:

- Where members of staff have chosen to end their employment; or
- A fixed term contract ends as expected/agreed.

5 Redeployment period

Employees will be placed on the redeployment register for 12 weeks during which time UHI Perth will work with the individual to try and find them suitable alternative roles. This period will only be extended in exceptional circumstances such as the individual consultation process being extended.

6 Suitable Alternative Employment

A suitable alternative role is one that an employee can reasonably be expected to undertake where:

- The role is broadly similar to the employee's current role; and
- There is no significant difference between the essential criteria of the role and the redeployee's qualifications, skills, knowledge, and experience; and
- The terms and conditions offered are broadly similar including pay, pensions, responsibility, hours of work; and
- The employee can meet the role requirements within a trial period and/or with reasonable support or training period as agreed between the employer and the employee before the employee commences work in the new role. The training period may involve completion of a training plan which must be agreed between the employer and employee before the trial period commences.

Redeployment to other roles which are not considered suitable is dealt with under section 7.2.

Please see section 7.5 which covers what happens if an employee declines an offer of redeployment.

7 Redeployment Process

Below is a summary of the redeployment process, followed by more detailed explanations of the different steps:

- The employee is formally notified that they are at risk of redundancy, or that due to a medical condition or disability that cannot be overcome by all available reasonable adjustments, they need to be considered for redeployment.

- The HR department adds employee to the redeployment register, notifies the employee of this and provides them with a copy of this procedure.
- Employee receives notifications of all vacancies.
- Employee indicates that they wish to be considered for a vacancy, including completing the job matching form for the specific vacancy.
- The recruiting manager, together with a member of the HR department, reviews the employee's job matching application to assess whether they are suitable for the role. This is determined by confirming that they meet 70% of the essential criteria of the role (as set out in the person specification) when compared with the information in the job matching form.
- If there are multiple redeployees who meet the 70% threshold for the post, an interview or selection process will be required.
- If there are no applications with a 70% match, but there are applications with a 50% match then an interview or selection process will be required.
- The recruiting manager, together with a member of the HR department, either makes an offer to redeployee or advises them that they did not meet the threshold or were unsuccessful at the interview/selection process and outlines the appeals process.
- The employee accepts the offer, and they enter into an agreed trial period or agreed training period.
- If the vacancy is not deemed to be suitable alternative employment, the employee can continue to be considered for other vacancies while they continue to be within the redeployment period (see section 7.2 below).

7.1 Adding to the redeployment register

When an employee is formally put at risk of redundancy, or there is a formal notification from the employer that due to a medical condition or disability that cannot be overcome by application of all available reasonable adjustments there is now a requirement to look at redeployment, the member of staff will be put on the redeployment register. HR will notify the employee that they are now held on the redeployment register and that they will begin to receive notifications, via their confirmed email address, of any suitable vacancies at UHI Perth.

7.2 Applying for a vacancy as a redeployee

The employee will be notified of all vacancies, even those which the employer or employee may not consider to be suitable alternative roles. This is to ensure that the employee has sight of all vacancies. They will also be supplied with a job matching document.

If an employee wishes to be considered for any role notified to them then they must submit a completed job matching documentation to the person identified in the redeployment/vacancy notification email by the deadline set.

7.3 Consideration for a vacancy

If an application is received for a vacancy within the agreed time period for an employee who is on the redeployment register then the job matching form will be assessed by the recruiting manager plus a member of the HR team.

If the assessment confirms that the employee meets 70% of the essential criteria, they may be offered the role without interviewing other applicants, provided no other employees on the redeployment register have also applied and met the 70% essential criteria.

If more than one employee on the redeployment register applies, and each meet 70% of the essential criteria, they will all be required to take part in an interview or selection process.

If no employees on the redeployment register meet the 70% threshold but some meet 50% of the essential criteria, those employees will be guaranteed an interview, after which a decision will be made on whether they can be offered the role.

If an employee on the redeployment register does not meet at least 50% of the essential criteria for a role they have applied for, they will be informed that their application will not be progressed.

In all cases where there is a negative outcome the employee will be notified of their right of appeal. Please see section 10 for more information.

7.4 Offer of redeployment and trial period

Where an employee accepts the offer of redeployment into a suitable alternative role this will be subject to a 4-week trial period.

The purpose of the trial period is to allow both the employee and UHI Perth the opportunity to assess suitability for the role.

If the employee was formally at risk of redundancy, then their right to a redundancy payment will be preserved when the following applies:

- The "at risk" employee decides to end the trial before the 4-week period concludes or at the end of the trial period. The employee should inform HR in writing before 5pm on the last day of the trial period.

- UHI Perth decides the employee is not suitable for the role. UHI Perth will inform the employee by 5pm on the last day of the trial period and provide a reason for this decision.
- A mutually agreed extension to the trial period during which there will be a further consideration of the employee's suitability for the role. This extension will normally be for no more than a further 4 weeks.

Discussions should take place throughout the trial period as to its success to ensure both parties are aware of progress and can make any changes as necessary (e.g. change to training plan, number of one-to-one meetings/reviews, extensions to trial period if required).

Where a trial period is unsuccessful, the employee will return to the redeployment register for the remainder of the 12-week period.

Consideration should be given in all cases whether a full probationary period would be required. This would be essential if the employee were taking on a role at a higher grade or a significantly different role to their current position.

7.5 Declining an offer of redeployment

If an employee formally at risk of redundancy declines an offer of redeployment made through this process as an alternative to redundancy, they may forfeit their right to their statutory redundancy payment. UHI Perth will consider all personal circumstances prior to withholding such payments.

7.6 No suitable redeployment

If there are no suitable vacancies available, or an employee is not considered a match for a redeployment opportunity, the employee can be considered for other vacancies while they continue to be on the redeployment register.

If at the end of the 12-week redeployment period it has not been possible to find a suitable alternative role for an employee, then their employment may be terminated under the appropriate procedure/policy.

7.7 Salary protection

For staff who are redeployed to a lower graded/salary post (see section 6 above) to avoid redundancy the following pay protection would apply:

The cash value of the employee's salary at the time of the change will be maintained until that value is overtaken by the value of the salary applicable to the employee's new post.

or

Until a period of 4 years has elapsed from the date of the change, whichever occurs sooner.

Further details around pay protection are agreed through national bargaining for professional services and academic staff and further details on this are available on the njncscotlandcolleges.ac.uk website.

Where a member of staff accepts a role at a reduced number of hours and salary protection applies, then this salary protection is based on the reduced number of hours only.

8. Reasonable Adjustments

Reasonable adjustments will be made at any stage of the procedure, where possible and appropriate. This may include adjustments such as providing information in accessible formats, agreeing alternative timescales, or adapting duties within a job description.

9. Redundancy protection for pregnancy and new parents

Pregnant employees and some new parents have special protection in a redundancy situation. By law, the employer must offer them a suitable alternative vacancy if there is one.

The law applies to anyone with the [legal status of employee](#) who is either:

- pregnant
- taking maternity leave
- taking adoption leave
- taking shared parental leave
- taking neonatal care leave

The law does not apply to other types of leave, for example paternity leave. In addition, an individual is unlikely to be considered an employee if they are:

- an agency worker
- a casual worker
- on a zero-hours contract

The 'redundancy protected period' is the length of time an employee has redundancy protection. The length of the protected period depends on either:

- the type of leave an employee is taking
- when an employee tells their employer they are pregnant

If there are any suitable alternative vacancies, an employer must offer them to employees who have this redundancy protection.

Anyone who has this redundancy protection has priority over other employees. This applies even if other employees are also suitable. For further details please see the ACAS website.

[Redundancy protection for pregnancy and new parents - Acas](#)

10. Right of Appeal

Any appeal against a decision not to offer a redeployment role must be submitted within 5 working days of the outcome being notified to the individual. This appeal should state the grounds of the appeal and should be submitted to the person named in the selection outcome letter.

An appeal panel will be established with members who are appropriately independent and at a suitable level of seniority. They will review the grounds for appeal and provide a written outcome.

The appeal decision will be to either;

- Uphold the original decision or
- Overturn the original decision or
- Require the decision to be reconsidered, e.g. redo the original assessment, repeat interviews, reassess scoring, apply correct procedure.

The individual who made the decision will not take part in the appeal panel but will present their case and respond to the appeal. HR will be in attendance to ensure procedural accuracy.

The decision of the appeal panel is final and there is no further right of appeal.

11. Support

UHI Perth understands that any member of staff going through redeployment may find this a difficult process and as such offers a variety of support mechanisms for staff.

Counselling Service

UHI Perth offers a confidential counselling service through its Employee Assistance Programme which is a safe space to discuss and seek help with any aspect of life. However, under these specific circumstances it can provide techniques to help with reducing stress or an opportunity to talk with someone completely independent. UHI Perth supports staff with 6 counselling sessions in the first instance.

Details of how this service can be contacted can be found on Perth Hub and is available from HR.

Members of staff can also access counselling services through Recourse, Supporting Education professionals:

<https://www.educationsupport.org.uk/get-help/help-for-you/helpline> 24 hours a day, 7 days a week, telephone counselling service. They can be contacted on 08000 562 561.

NHS 24 offers a free telephone service for guided self-help and CBT called Living Life. This is open Mon-Fri 1pm to 9pm and can be contacted on 0800 328 9655. Further details can be found at: <https://www.nhs24.scot/how-we-can-help/living-life/>

Occupational Health

Occupational Health can also provide pro-active interventions with management if required under these circumstances, acting in the best interests of both employees and UHI Perth. To access this please speak to your line manager and/or HR.