



Redeployment Policy

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Redeployment Policy

Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

| Version | Date approved | Approved by | Notes / changes |
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Redeployment Policy

Policy Statement

It is the policy of Denbighshire County Council to ensure as far as possible the employment security of its employees. There may be circumstances such as changes in an employee's personal health and well-being or changes to external funding, or service demands which will affect staffing needs and capability.

This policy provides guidance for Denbighshire County Council employees on Redeployment within the Council.

Where possible the Council will endeavour to find a suitable redeployment for employees who are classed as "at risk" of losing their job due to redundancy, require a Medical Redeployment, or participating in the capability process.

Introduction

If an employee is affected by redeployment, the application of this policy will work more effectively if both the employee and their manager work together and review the employees' redeployment situation on a regular basis.

Redeployees are required actively to co-operate and participate in their redeployment. This includes:

- Completing and updating their application form
- Attending meetings and interviews
- Accepting reasonable offers of suitable alternative work
- Personally identifying potentially suitable vacancies being advertised and
- Seeking alternative employment themselves.

Aims of the Policy

The aim of this policy, procedure and appendices, where possible, is to safeguard current and future employee's employment with the council.

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It aids and assists positively in the recruitment process (e.g. saving on the cost of advertising and assisting where there are areas of localised/specific skill shortage) but does not take away from the manager the decision to recruit the best person for the job.

It covers the legal obligations of employers in the situations detailed below and protects against unfair dismissal claims.

Application/Scope of the Policy

There are three situations where redeployment may be appropriate, redundancy, medical and capability. The policy and procedures apply to all Denbighshire County Council employees with the exception of:-

- Staff appointed by a school governing body
- Directors and Heads of Service
- Agency workers
- Casual, relief & volunteer staff

The policy will apply to full-time, part-time, fixed term and temporary employees who have an employment contract with Denbighshire County Council, regardless of the hours worked.

Engagement /Participation/Consultation

This policy has been consulted and negotiated with the Senior Leadership Team, managers and Trade Unions.

Legal & Other References

The policy complies with the statutory minimum set out in the Human Rights Act 1998 and with consideration to the following legislation: -

- Employment Act 2002
- Employment Rights Act 1996
- Equality Act 2010

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No job applicant or employee will experience discrimination, harassment or bullying, or receive less favourable treatment because of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

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Criteria for Redeployment

There are three situations where redeployment may be appropriate: -

- Medical capability
- Redundancy
- Employees choice during Capability process

Medical Redeployment

Current legislation in the form of The Equality Act (2010) requires an employer to make reasonable adjustments to the workplace and to employment arrangements so that a disabled person is not at any substantial disadvantage compared to non-disabled people.

An employee no longer has to be registered disabled to be afforded the protection of this legislation.

Therefore, when an employee is unable to continue in their job role because illness, or disability limits the employee from completing their present role to the required standards, and after implementing reasonable adjustments the employee is still unable to perform their present role as required, then the employer is required to seek alternative employment for that employee.

It is important to note that employees on medical redeployment due to developing a disability or their disability condition has worsened will be given priority in assessment/matching exercises. The reason for this is the council's obligation to meet legislative requirements in accordance to the Equality Act 2010.

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Redundancy Redeployment

When an employee is issued with redundancy notice, the employer is required to seek suitable alternative employment for those employees.

An employee who is under notice of termination of contract on the grounds of redundancy has a statutory right to:

- A reasonable amount of paid time off to look for another job.
- A trial period of four weeks in an alternative job where the provision of the new contract differ (in any material way) from the original contract.

Within the council, it has been agreed that those employees identified as **‘at risk’ of redundancy** are afforded the opportunity to be placed on the Redeployment List, at the point where they are deemed at risk, in order to find alternative employment. Employees do not need to have the minimum 2 years’ service to be placed on the redeployment list.

Capability Redeployment

If an employee participating in the Capability process recognises they may/will not succeed in achieving the required competency levels by the conclusion of the process, they can volunteer to be registered on the redeployment list. If this is the case HR will be notified by the respective Supervisor/Line manager of the employees request. The manager must ensure that the employee is aware of the possible outcomes of the redeployment procedure, which may ultimately be termination of employment, if during the capability timeframe no alternative employment is secured.

Redeployment Timescales

An employee’s timeframe in the redeployment pool can alter as it is dependent upon the employee’s notice period entitlement. The minimum timeframe an employee can be in the redeployment pool is 4 weeks, after which time if alternative work has not been secured their employment will be terminated.

The only exception to the maximum timescale is for staff classed as “at risk” of redundancy, where in some circumstances, it may be possible to give more notice of an

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impending redundancy and therefore give the employee “at risk” redeployment status sooner. The employee(s) will be placed on the list at that point. Please note that employees do not need to have the minimum 2 years’ continuous service to be placed on the redeployment list.

Redeployment – Procedures

Medical Redeployment

Procedure

Medical redeployment can occur because of disability or ill health.

The council has a legal obligation to make reasonable adjustments for disabled employees under the Equality Act 2010. This means proactively looking for suitable alternative employment for employees who have a disability and are unable to carry out the duties of their current role because of that disability. In such cases the council will endeavour to find an alternative role and avoid where possible the need to terminate their employment.

HR are notified by Occupational Health and the respective Supervisor/Line Manager of the employing service that an employee is no longer able to carry out the duties of their current post due to ill health or disability, but it is possible for them to continue in employment if a suitable alternative post can be identified.

The employee concerned will be placed in the “redeployment pool” and will be made aware of any vacancy that meets the grade assessment (i.e. a vacancy that is either the same grade, once grade up or one grade down as their current post). Where the employee determines they hold the essential criteria as detailed in the person specification, they will submit an application form to HR within the 48 hour timescale. The application form must detail how the employee meets the essential criteria.

The completed application form will be forwarded to the recruiting manager to conduct the formal shortlisting exercise in accordance with the Recruitment and Selection Policy. Application(s) that meet the essential criteria will be offered a formal interview. Where there is more than one person suitable for the vacancy who is registered as a medical

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redeployee, then a competitive selection process will take place which will be ring-fenced to those employees. If the essential criteria is not met, the recruiting manager will contact the redeployee and advise them of the areas where it was not met. If the redeployee is not successful at interview, the recruiting manager is to provide the employee with constructive feedback.

If successful at interview, the employee will be given a four week trial period in the alternative post. The purpose of the trial period is to give both the employee and the council, a chance to assess the employee's suitability and decide whether the new job is a suitable alternative.

All employment offers with regards to redeployment are subject to the terms and conditions of the post they are redeployed into.

If the medical redeployee is successful during the trial period and agrees with the new manager/department to stay in the new post, then written communication will be provided to the employee to confirm they have transferred and their notice to leave employment at DCC is withdrawn.

If the employee and/or the new manager/department are able to demonstrate that the medical redeployee or job role is not suitable within the trial period, then the medical redeployee will return back to the redeployment pool and previous process.

A medical redeployee can have an unlimited number of opportunities to be considered for alternative employment and/or undertake trial periods. However, if no alternative employment is secured by their recognised date of leaving their employment with the council will end on this date.

It is important to note that employees on medical redeployment will be given priority in assessment/matching exercises against Redundancy Redeployees. The reason for this is the council's obligation to meet legislative requirements in accordance to the Equality Act 2010.

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If a Medical Redeployee wishes to apply for a vacancy:

Should a Medical redeployee wish to be considered for any advertised DCC vacancy, they can apply via the normal recruitment process and indicate on their completed application form that they are presently a medical redeployee.

Prior Consideration – what does this mean?

All vacancy managers have been instructed to consider applications from redeployees with prior consideration. That means the vacancy manager should assess the redeployee applications first, prior to other applications and afford them this preferential treatment in the selection process. The redeployee will still have to demonstrate that they meet the essential criteria for the vacancy.

Vacancy managers can also exercise additional flexibility and interview redeployees before the advertised closing date of the vacancy. This may be applicable if an individual is due to leave employment at DCC before the application closing date of the vacancy.

Redundancy Redeployment

Procedure

The council has a legal obligation to try and mitigate redundancies, and as such will endeavour to avoid redundancies where possible.

HR will be notified by the employing service that a job role is 'at risk' of redundancy, HR will also be informed of the associated employee(s) (post holder(s)) who are 'at risk' and will possibly be, or will be served with a redundancy notice. The employee(s) concerned will have their details logged onto the redeployment list by the HRBP/Specialist. Please note that employees do not need to have the minimum 2 years' continuous service to be placed on the redeployment list.

When a job role vacancy is authorised to be advertised, the vacancy information is provided to HR and the individuals in the redeployment pool will be made aware (via text message) of any vacancy that meets the grade assessment (i.e. a vacancy that is either the same grade, one grade up or one grade down as their current post). During the

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redeployment period, a list of all advertised vacant posts are circulated on a weekly basis to redeployees.

Where the employee determines they hold the essential criteria as detailed in the person specification, they will submit an application form to HR within the 48 hour timescale. The application form must detail how the employee meets the essential criteria.

The completed application form will be forwarded to the recruiting manager to conduct the formal shortlisting exercise in accordance with the Recruitment and Selection Policy. An application form that meets the essential criteria will be shortlisted to attend a formal interview. Where there is more than one person suitable for the vacancy who is registered as a redeployee, then a competitive selection process will take place which will be ring-fenced to those employees. If the redeployee is not successful, the department will be asked to justify their reasons not appointing. These reasons will be considered by HR and a decision will be made when all the points raised have been thoroughly reviewed.

If successful at interview, the employee will be given a four week trial period in the alternative post. The purpose of the trial period is to give both the employee and the council, a chance to assess the employee's suitability and decide whether the new job is a suitable alternative. If the post is deemed not suitable the employee will go back into the "redeployment pool" until either another post becomes available or until the end of their notice period (whichever is soonest) when they will be made redundant.

Where the employee is facing redundancy but an alternative suitable post has been identified, the employee should be offered the post even if they have indicated that they would prefer to take redundancy. If the employee subsequently turns down the offer of what is deemed a suitable alternative employment, redundancy pay must be withheld.

Where suitable alternative employment is confirmed, the notice of redundancy will be withdrawn. Suitable alternative employment could be a job role where the employee matches the essential criteria, that is one grade above, one grade below or on the same grade as the employee's 'at risk' position. Employees who unreasonably refuse an offer of suitable alternative employment will not be entitled to a redundancy payment.

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The employee will be given a four week trial period in the alternative employment. The purpose of the trial period is to give the employee a chance to decide whether the new job is suitable without necessarily losing the right to a redundancy payment.

The Council will also use the trial period to assess the employee's suitability for the alternative post. If the Council decides that the alternative employment is unsuitable, the employee will be entitled to a redundancy payment under their original contract.

Employees who are redeployed due to redundancy do not get disturbance allowance or pay protection.

If a Redundancy Redeployee wishes to apply for a vacancy

Should a Redundancy redeployee wish to be considered for any advertised DCC vacancy, they can apply via the normal recruitment process and indicate on their completed application form that they are presently a redeployee.

Prior Consideration – what does this mean?

All vacancy managers have been instructed to consider applications from redeployees with prior consideration. That means the vacancy manager should assess the redeployee applications first, prior to other applications and afford them this preferential treatment in the selection process. The redeployee will still have to demonstrate that they meet the essential criteria for the vacancy.

Prior consideration does not apply to Head of Service positions; such recruitment activity for senior positions will follow the procedures within the Recruitment and Selection Procedure.

Vacancy managers can also exercise additional flexibility to formally interviewing redeployees before the advertised closing date of the vacancy. This may be applicable if an individual is due to leave employment at DCC before the application closing date of the vacancy.

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Capability Redeployment

Procedure

If an employee participating in the Capability process recognises they may/will not succeed in achieving the required competency levels by the conclusion of the process, they can volunteer to be registered on the redeployment list. If this is the case HR will be notified by the respective Supervisor/Line manager of the employees' request. The manager must ensure that the employee is aware of the possible outcomes of the redeployment procedure, which may ultimately be dismissal if during the capability timeframe no alternative employment is secured.

The employee concerned will have their details logged on the "redeployment pool list". When a job role vacancy is authorised to be advertised, the vacancy information is provided to HR and the individuals in the redeployment pool will be made aware (via text message) of any vacancy that meets the grade assessment (i.e. a vacancy that is either the same grade, one grade up or one grade down as their current post). Where the employee determines they hold the essential criteria as detailed in the person specification, they must submit an application form to HR within the 48 hour timescale. The application form must detail how the employee meets the essential criteria.

The completed application form will be forwarded to the recruiting manager to conduct the formal shortlisting exercise in accordance with the Recruitment and Selection Policy. An application form that meet the essential criteria will be shortlisted to attend a formal interview.

Where there is more than one person suitable for the vacancy who is registered as a redeployee, then a competitive selection process will take place which will be ring-fenced to those employees.

If successful at interview, the employee will be given a four week trial period in the alternative post. The purpose of the trial period is to give both the employee and the council, a chance to assess the employee's suitability and decide whether the new job is a suitable alternative. If the post is deemed not suitable the employee will go back into the redeployment pool.

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If successful, the employee will transfer to the new position with transfer timescales agreed by the respective Supervisor/Line Managers.

Supervisor/Line Manager Responsibilities

Supervisors and line managers have certain responsibilities to undertake, these are detailed below:

- Via respective process (redundancy consultation, sickness absence management, capability), the relevant Supervisor/Line Manager advises the employee of the change in their future employment status.
- Supervisor/Line Manager to advise employee to partly complete an application form in readiness for any suitable vacancies that may arise.
- Supervisor/Line Manager advises HR of redeployee details (including mobile telephone number) so they can be added to the redeployment pool.
- Supervisor/Line Manager to allow employee reasonable access to DCC's job pages on the website to view vacancy notices during work time.
- Supervisor/Line Manager to work with employee to allow reasonable time away from work to attend DCC interviews. (Dependent upon service requirements and the amount of time awarded will be pro-rated in accordance with part time hours).
- If the Supervisor/Line Manager has a vacancy; they are required to follow the recruitment process detailed in the Recruitment and Selection Policy.
- Supervisor/Line Manager of redeployee to direct employee to additional lines of support such as Employee Assistance Programme (EAP) Vivup, in confidence, at any stage by telephoning 0800 023 9387.

Redeployee Responsibilities

- Employee is given notification of change in employment circumstance by Supervisor/Line Manager via either redundancy or medical reasons. Or
- Employee volunteers to be placed on the redeployment list whilst participating in the capability process.
- Redeployee to partly complete an application form in readiness for any suitable vacancies that may arise.

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- Employee should check the job vacancy pages on the DCC website view vacancy notices on a regular basis.
- Employee should respond promptly to notifications from HR regarding vacancies matching the grade assessment process.
- Employees without access to the council's website will receive a copy of the council's internal vacancy bulletin via email on a weekly basis.
- Employees should be in contact with HR on a regular basis to advise if their situation / contact details have changed or if they identify a post which they wish to be considered for (even if the post is not a match via the grade assessment process).

HR Responsibilities

- HR receives redeployee details from supervisor/line manager and logs details onto the redeployment pool list.
- As a vacancy is received by HR, a grade assessment is undertaken against the redeployment pool and all matched redeployees are sent a notification with vacancy details.
- HR to send the full vacancy pack to the redeployee on request.
- HR to send completed application forms to the recruiting manager.
- HR to be advised of the outcome of the shortlisting process.
- HR to be advised of the recruitment schedule and selection techniques to be used by the interviewing panel. Recruiting manager to confirm if he/she will contact redeployee(s) directly to arrange an interview time or if HR are to send the invite to interview email(s).
- HR to be advised of the outcome of the selection process by the respective Supervisor/Line Manager.
- The successful applicant/candidate will be advised by HR (contract issued) and a release date negotiated by the two relevant Supervisor/Line managers.
- HR will update interview outcome details against vacancy applicants/candidates and feedback will be provided by the selection panel members to unsuccessful applicants/candidates.

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- If no redeployees are considered suitable to interview as they have not meet all the essential criteria, HR to advise relevant Supervisor/Line Manager that the recruitment process can accommodate their vacancy being advertised. Recruitment process to commence.

Recruitment Process Considerations

Supervisors/Line Managers are responsible for following the Recruitment processes for Internal and External advertising as detailed in the Recruitment framework. For quick reference purposes, detailed below is a snapshot of the processes involved:

Internal vacancies

Upon appropriate approval and prior to advertising the vacancy internally, HR assess the vacancy information with employees on the redeployment list (grade assessment exercise). Information to be received by HR to undertake this exercise is:

- A copy of the vacancy control form
- A copy of the job advert
- A copy of the job description and
- A copy of the person specification.

External vacancies

After SLT consideration and prior to advertising, HR assess the vacancy information with employees on the redeployment list (grade assessment exercise).

Information required by HR to undertake this exercise is:

- A copy of the vacancy control form
- A copy of the job advert
- A copy of the job description and
- A copy of the person specification.

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Freedom to recruit

Freedom to recruit, internally or externally, will only be provided if HR have no suitable employees to consider for redeployment or following the interview/selection process, the redeployee candidates have been unsuccessful.

HR will advise the appropriate Supervisor/Line Managers and let them know they are free to recruit.

Redeployment - The Appeal Process

Employees wishing to appeal a redeployment decision should do so using the Corporate Appeals Procedure.

Terminology

- Alternative Employment
- Competitive selection process
- Modification Order
- Reasonable period
- Redeployment pool
- Ring fenced
- Suitable Alternative Employment
- Training Provision
- Trial period

Alternative Employment

When an employee is issued with redundancy notice, the employer is required to seek suitable alternative employment. The council will take reasonable steps to find, where possible, alternative employment by looking at planned vacancies ranging from one grade higher and one grade lower than the employees current grade for affected employees throughout the entire redundancy notice period, right up to the last day of employment.

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Competitive Selection Process

As part of a recruitment process, Supervisor/Line Managers may employ a variety of mechanisms to test an applicant's suitability for the post, e.g., interview, psychometric tests etc. Should there be a number of candidates who are suitable, then the selection process means they will compete against each other to determine which candidate is the most appropriate. Again, the Supervisor/Line Manager will determine the most appropriate method and if there are enough applicants to consider, may even adopt selection technique such as assessment centres.

Modification order – what is it?

The Modification Order is primarily a list of certain Government Bodies who offer continuous service. For example, should an employee of Denbighshire find alternative employment in a neighbouring Council or with other recognised bodies on the Order, then their length of service 'carries over' to the new employer.

Should a Denbighshire employee who has received notice of redundancy find alternative employment with an employer covered by the Modification Order and transfers employment prior to, or at the end of their notice period, they will not be classed as redundant, they will transfer employment and have protection under the Order and transfer their length of service.

Should a Denbighshire employee take employment with an employer covered by the within 4 weeks of their date of leaving Denbighshire, then there is no redundancy dismissal but a transfer to the new employer with continuous service. At this point, if the employee has received a redundancy payment, then they are required to return the payment to Denbighshire.

Should a Denbighshire employee take employment with an employer covered by the after 4 weeks of their date of leaving Denbighshire, then a redundancy dismissal is recognised. The employee retains their redundancy payment and has a new continuous service date with their new employer.

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Questions & Answers regarding the Modification Order

Q1 Who is covered by the Modification Order?

It is impossible to create a list of everybody on the Order by individual name as this would cover several thousand organisations. It is useful to remember that the idea of the Order is that those employers who are in the local government 'family' are included.

It is advisable for an individual who wants to know if a potential new employer is covered by the Modification Order, to directly ask the employer this question.

Q2 How can a Denbighshire employee secure their continuous service when taking employment with an employer covered by the Modification Order

To maintain continuous service, the employee has to transfer within 4 weeks of their date of leaving employment at Denbighshire.

Q3 How can a Denbighshire employee secure their redundancy payment when taking employment with an employer covered by the Modification Order

To retain their redundancy payment the employee will have to come to an agreement with the new employer to allow them to have a gap in employment of more than 4 weeks between the date of leaving Denbighshire and commencing employment with the new employer.

When they commence employment with the new employer, this means that their continuous service date will be the date in which they start with the new employer.

Reasonable period

The definition of reasonable is 'sensible, not excessive'. Therefore, this principle should be applied when determining an employee's time period away from work. It is very difficult to give an explicit answer too as it is dependent upon whether the employee is full time or part time etc.

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Redeployment Pool

This describes the group of employees who are considered redeployees due to redundancy, medical or capability redeployment.

Ring Fenced

During redundancy situations, when there are a number of employees affected by redundancy within a department/ service, any recognised vacancies will be advertised within the affected group of individuals first. This means those affected have the opportunity to apply for the position(s) before anyone else.

Suitable Alternative Employment (SAE) – What is it?

When an employee is issued with redundancy notice, the employer is required to seek suitable alternative employment for those employees. The duty is on Denbighshire to take reasonable steps to find, where possible, suitable alternative employment for affected employees throughout the entire redundancy notice period, right up to the last day of employment.

Suitable Alternative Employment (SAE) has come to mean work that:

- the employee can reasonably be expected to do, taking into account his or her level of seniority and skills; and
- is on terms and conditions that are not substantially less favourable to the employee's redundant position.

This generally means that the employee's pay, benefits, terms and conditions are similar and suitable. Suitable alternative employment could be a job role where the employee matches the essential criteria and that is one grade above, one grade below or on the same grade as the employee's 'at risk' position.

A job vacancy that is suitable in all other respects apart from pay will not normally be SAE

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It may be the case that, where a vacancy may match an employee's skills but does not qualify as suitable alternative employment, the council are advised to discuss the vacancy with the employee.

The employee may prefer to apply for a non-equivalent post rather than be made redundant, but if they refused to consider a non-equivalent vacancy this would not affect their entitlement to redundancy pay or their entitlement to be offered other suitable alternative employment that becomes available during their redundancy notice period.

Questions & Answers regarding SAE

Q1: What is an unreasonable refusal of an offer of suitable alternative employment (SAE)?

The issue of suitability is judged on key factors such as pay and terms and conditions, the suitability for the employee's skills and abilities etc. However, the reasonableness of a refusal to accept the new job offered is judged from the employee's point of view at the time of the refusal. For example, a refusal of an offer of SAE will normally be reasonable if it is because the employee has already accepted a job with a new employer. Or it may be that an extra two miles of commuting to a new job is fine for one employee but could be deemed to be unreasonable for another employee who can show that the extra commute adversely impacts on their particular personal circumstances.

The reason for the dismissal will still be redundancy however the Employment Rights Act 1996 allows the employer to withhold redundancy compensation where the employee has either refused a suitable alternative role or terminated their contract during the trial period without good cause.

Q2: Would a fixed-term contract qualify as suitable alternative employment (SAE) for an employee being made redundant from a permanent post?

Generally, a fixed-term post is unlikely to qualify as SAE for an employee being made redundant from a permanent position because it could be judged as being substantially less favourable terms and conditions. However, the longer the duration of the fixed-term contract, the more likely that the offer would be considered suitable, so each case must be

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considered on its own facts. It would fall upon the employee to show that it was reasonable for them to refuse it, for example, by relating it to future job prospects.

If the employee chooses to accept a fixed-term contract, the expiry of that contract will be a dismissal in law. The reason for the dismissal will most likely be redundancy (if the contract has expired because the work no longer exists). Therefore, before the end of the fixed term contract, the employer must follow a fair redundancy procedure, which includes consulting with the employee and consider alternative employment and a redundancy payment.

Q3: An employee has made no effort to look for alternative employment within the council. Can the council withhold the redundancy payment?

The Council can only withhold a redundancy payment where it is deemed that a suitable alternative offer of employment has been made and the employee declines the offer of employment.

Q4: Does the council have to look for suitable alternative employment (SAE) for employees whose fixed-term contracts have come to an end?

An employer should give fixed-term contract employees who are eligible for a redundancy payment the same access to any redeployment opportunities as a permanent employee.

Training Provision

Via redundancy legislation, employees who have been given formal notice of redundancy have the opportunity to seek training provision whilst within their notice period.

DCC seeks to aid all those employees affected by redundancy by allowing them reasonable time off work to organise such training. Employees should work with their Supervisors/Line Managers to organise this and refer to the Redundancy Policy for more information.

Questions & Answers regarding Training Provision

Q1 What is a reasonable expectation of an employee on the redeployment list concerning training provision from DCC?

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Due to the financial constraints the council has to work under, there is very limited training fund provision, however, should any redeployees who has been given notice of redundancy wish to receive certain job role specific training, then they are to apply to their Supervisor/Line Manager.

This can be applicable if the employee feels that by receiving such training they will increase their chances of securing alternative employment.

Trial Period – What is it?

Legal Definition = An employee who is under notice of redundancy has a statutory right to a trial period of four calendar weeks in an alternative job where the provisions of the new contract differ from the original contract. The trial period begins when the previous contract has ended and ends four weeks after the date on which the employee starts work under the new contract.

DCC definition = An employee who is under notice of redundancy has a statutory right to a trial period of four calendar weeks in an alternative job where the provisions of the new contract differ from the original contract. At DCC the decision has been taken to allow the trial period to commence any time within the notice period (with Manager's agreement) and DCC has not applied any restriction on the number of trial periods an employee can undertake.

Therefore, the employee does not have to wait until the end of their notice period to commence a trial period. If during the trial period the employee or the employee's new manager concludes that it is not a suitable arrangement, then the employee may return to their substantive post and continue to work their notice and continue to apply for alternative roles.

Questions & Answers regarding Trial Periods

Q1: Can an employee have trial period during their notice period?

Yes, they can. The council has made the decision that it will be flexible and supportive to employees who are actively seeking alternative employment within the council.

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Q2 If an employee's trial period is during their notice period, is their notice period suspended?

No, the notice period is not suspended.

Q3 If the employee has a successful trial period and transfers to the new post / department, does the employee have any pay protection for the remainder of the trial period, i.e., if Employee X has 12 weeks' redundancy notice and has a trial period in weeks 3- 6, when they transfer in week 7, do they retain the pay of their substantive post or immediately transfer to the new terms and conditions with or without payment protection to the end of their notice period?

They transfer to the new post on the terms and conditions applicable to that post. The employee does not get any pay protection.

Q4: What happens if an employee insists their trial period has been unsuccessful and they want to have redundancy pay but the manager thinks it has been fine? What options does the council have in this situation?

The trial period is the time for DCC and the employee to test the suitability of a new job. To be successful in claiming (during the trial period) that the new job is not suitable, the employee would have to show that the skills needed are substantially different to their redundant job. DCC must assess whether the employee's objections to the redeployed post are reasonable and whether it agrees that the trial period has not been successful and the new post is therefore unsuitable.

If DCC agrees that the redeployed post is unsuitable, the employee will revert to their original redundancy notice and may be offered other SAE before the redundancy dismissal takes effect.

If DCC thinks that the employee is unreasonably refusing the post and therefore unreasonably terminating their employment it can withhold redundancy pay.

Q5 If a trial period is agreed, but due to the employee's length of notice cannot accommodate a period of four weeks, can DCC organise to extend the notice period to

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accommodate the trial period? If this can happen, which department is accountable to pay for the 'extra' notice period?

Yes, the extension can be agreed and organised to accommodate the trial period. The responsibility for the extra cost lies with the substantive department.

Q6 When an employee is on a trial period, what payment do they get paid?

The employee will retain their current/substantive pay.

Q7 What increment will the employee be placed on if the redeployment opportunity is successful?

As stated in the employee handbook, if you are appointed, through a recruitment process, to a post within your existing grade or a higher grade your pay will be set at either the minimum spinal column point of the new pay grade or, if this would result in no pay increase, the first spinal column point in the grade which would deliver an increase in pay. If through choice, through a recruitment process, you are appointed to a lower graded post than your current position, you will be awarded the top spinal column point of the lower grade if the post is of a similar nature and you are able to demonstrate that you already possess the required knowledge and experience. If, however, that position requires a different skill set and experience, the manager has the discretion to determine which spinal column point you will start at.

Q8 What if an employee wants to be redeployed into a post that is not considered a suitable alternative?

If an employee wishes to apply for a job within the council that isn't classed as a suitable alternative (one grade higher or one grade lower than their existing role) then they will need to apply for the role along with other applicants and go through the normal recruitment process. They will not receive any prior consideration and the redeployment process will not apply in this scenario.