



UNIVERSITY *of* LIMERICK

OLLSCOIL LUIMNIGH

**UNIVERSITY OF LIMERICK
POLICY AND PROCEDURES FOR REDEPLOYMENT
OF EMPLOYEES**

Approved by Governing Authority – 27th January 2009

1. POLICY STATEMENT

- 1.1 The University of Limerick is committed to the development and maintenance of a positive working environment in which all employees are valued equally and are encouraged to enhance their work life and develop themselves.
- 1.2 Instances where redeployment of employees may be required include meeting organisational and operational needs and facilitating employee/post compatibility, and within the context of the University's Equal Opportunities Policy.
- 1.3 Redeployments will be decided in a fair, consistent and transparent manner, taking into account the needs of the University and the legitimate career interests and aspirations of employees.
- 1.4 The University is committed to a process of consultation and engagement with employees and their representatives regarding proposed redeployments. The consultation process will commence immediately during which time no redeployment will take place. The process should not take any longer than six months.
- 1.5 Scope: This Policy applies to all employees of the University of Limerick.

2. DEFINITION AND RATIONALE FOR REDEPLOYMENT

- 2.1 Redeployment involves the movement of an employee from one position to another within the University. In general, redeployment would be to a similar position and at a grade and terms and conditions of employment no less favourable than those in place for the employee prior to redeployment.
- 2.2 Redeployment is a permanent arrangement.
- 2.3 Redeployment of employees may be required for a number of reasons including the following:
 - to meet organisational and operational needs;
 - where, as a result of organisational restructuring, the individual's job no longer exists in its current format;
 - for developing skills/abilities required in the longer term by the University;
 - matching of employee skills and abilities with specific organisational requirements;
 - to facilitate an employee who, by reason of disability and/or other medical reason, can no longer continue in his/her current role, despite consideration of adjustments to that role;
 - to fulfil the career development and individual needs of employees.

3. PROCEDURE

- 3.1 Where an employee is considered for redeployment, managers will initially be encouraged to identify suitable opportunities for redeployment within their own department/division/faculty. In such cases, an employee may be assimilated to a new role where this is deemed to be suitable alternative employment in line with the rationale above. Such opportunities should, however, be publicised to all employees subject to redeployment within a department/division/faculty and an agreed structured assessment process undertaken where more than one employee wishes to be considered for the position.
- 3.2 Where practicable, the University will seek to redeploy individuals to work of a broadly comparable nature. Where this is not possible, the following criteria will be used to determine the suitability of alternative employment:-
- the nature of the work;
 - qualifications, skills and experience required to carry out the work;
 - aptitude or capability of the individual to undertake the work;
 - working arrangements e.g. hours of work, shift arrangements, leave arrangements etc;
 - level of responsibility relative to previous role;
 - grade and pay.
- 3.3 The University will, in the spirit of Partnership, inform the trade union in advance of all new workplace-related initiatives, which may require redeployment of employees. Notification will be given in advance and in sufficient time to allow discussions with the employee(s) involved, and his/her trade union representatives. The process should not take any longer than six months.
- 3.4 Consultations between the University and affected parties will cover the nature of the changes involved, the reasons for the changes, the main foreseeable impacts on employees and proposed implementation dates. The consultations will be approached in a partnership manner and will be concluded in time to allow the changes to be introduced by the proposed implementation date.
- 3.5 Where exact matches are not possible following a redeployment decision, flexibility and a constructive approach will be required from the employee being redeployed and the managers concerned.
- 3.6 Where a full skills match does not exist following a redeployment decision then, following full consultation with the employee, appropriate training will be arranged by the Human Resources Division in order to equip the employee with the skills necessary for their new role. The nature of the training will be mutually agreed between the University and the employee. This will include the provision of the costs of training, including travel and associated expenses where training is off-site.

4. REVIEW

- 4.1 Following a redeployment decision, employees being redeployed, and employees in the department/division/faculty to which redeployment has been made or is about to be made, shall be informed of the redeployment decision at least ten working days prior to the effective date of the redeployment.
- 4.2 Affected parties may seek a review of the redeployment decision on grounds of manifest departure from this policy and procedures.
- 4.3 To seek such a review, the employee will indicate in writing to the Vice President Administration & Secretary or his/her nominee, their intention to seek a review within five working days of notification of the redeployment decision. All decisions must take account of this timeframe in order to facilitate a review if required.
- 4.4 Affected parties will make a written submission setting out the entire grounds for his/her review request to the Vice President Administration & Secretary within fifteen working days of the notification of the redeployment decision.
- 4.5 Upon notification of a request for a review, the Vice President Administration & Secretary or his/her nominee will appoint an external independent investigator to conduct the review.
- 4.6 The external independent investigator, if satisfied that the application falls within 4.2 above, will determine the conduct of the review. Any such review will be completed within a reasonable timeframe, where possible not to exceed two weeks. The reasoned determination of the external independent investigator will be submitted to the Vice President Administration & Secretary and will be provided subsequently to the affected party who sought the review.
- 4.7 Subject to any statutory or other legal remedy available to the affected parties, the result of this review will be final. It will be the responsibility of the Human Resources Division to ensure that no employee shall be subsequently disadvantaged or victimised for exercising their right to seek a review.

5. MONITORING

- 5.1 In the spirit of Partnership, this policy and procedures for redeployment will be evaluated on a regular basis. This will involve consideration of the number of redeployment decisions and reviews and the general effectiveness of the process.