

Human Resources

REDEPLOYMENT POLICY

Author	██████████
Date Written	Dec 2009
Date Reviewed	Jun 2011
Date for Review	Apr 2012
Version No.	2



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

REDEPLOYMENT POLICY

INTRODUCTION

1. This policy applies to all South Yorkshire Fire & Rescue (SYFR) employees.
2. SYFR regards its employees as a valuable resource and a vital factor in the efficient and effective service that the organisation provides to the community. Where employees can no longer remain in their existing post for reasons such as health or an organisational restructure, it is of mutual benefit to the organisation and its employees to strive to retain such employees using their skills and experience in other available areas of employment.
3. All reasonable support will be given to the employee throughout the redeployment process and this policy will reflect the provisions of the Equality Act 2010.
4. As a member of the Dignity at Work Partnership¹, SYFR is committed to promoting a positive working environment where the dignity and respect, to which all employees are entitled, is not undermined. No employee should be treated less favourably on the grounds of race, gender or gender reassignment, disability, sexual orientation, religion or spiritual belief, colour, nationality, national or ethnic origin, marital/parental status, family ties, trade union or political belief, hours worked, or any other reason, either directly or indirectly.

SUITABLE ALTERNATIVE EMPLOYMENT

5. SYFR will make every effort to offer suitable alternative employment. When such offers are made, employees will be expected to accept them with the aid of guidance and support.
6. Suitable Alternative Employment will take into account the following:
 - The duties carried out immediately prior to an employee being identified 'at risk'
 - The duties and responsibilities carried out in other recent employment (unless it is agreed that this is inappropriate)
 - Skills that have been developed or trained whilst awaiting redeployment or which could be developed or trained within a reasonable period
 - The hours of employment and working arrangements of the substantive post
 - The location of the substantive post
 - The current pay status.

¹ The Dignity at Work Partnership is a partnership between the Government, Unite (the UK's largest union) and major public and private organisations. For further information on the Partnership see www.dignityatwork.org

REDEPLOYMENT POLICY

PROCEDURE

7. Employees subject to redeployment will meet a member of HR and their line manager in order to assess the type of role which they might be suited to.
8. Employees will be formally notified in writing of the suitable roles for redeployment and will be required to respond in writing within 7 days as to which they are interested in.
9. Employees subject to redeployment will need to meet the essential criteria of the person specification for the role they are to be redeployed into. Where this is not the case, employees will need to undergo and successfully complete any required selection process. Consideration will also be given to providing training and producing a development plan to enable the employee to meet the required standard.
10. Where there is more than one employee subject to redeployment applying for the same post, a competitive recruitment process will take place.
11. Where an employee fails to be redeployed into a role because they were unsuccessful during a selection process, they will be informed in person of the reasons why they were unsuccessful and further opportunities for redeployment will be considered. Where there are no further opportunities for redeployment, the employee will be made redundant (please see the Redundancy policy).
12. During the recruitment / redeployment process, all relevant employment best practice and legislation will be adhered to and appropriate adjustments will be made to the workplace and/or working practices for disabled employees.
13. Where the employee is to be redeployed into a new role, an offer will be made in writing to the individual before the current role ends to start the alternative position within 4 weeks of that date. This must take place in order to preserve continuity.
14. There will be a trial period of 12 weeks within that role. This trial period may be extended if necessary (and agreed by employee and manager).
15. During the trial period, employees will be paid at their previous rate of pay.
16. At the end of the trial period the employee will be written to confirming their employment in the new role, unless either the manager or the employee decide that the job is not suitable.
17. Employees may be redeployed into a role at a higher level within the organisation providing that they meet the criteria on the person specification and successfully undergo a selection process.
18. If the employee unreasonably refuses to accept a suitable offer of redeployment, they will be issued contractual notice to terminate their employment for the reasons of Redundancy. The entitlement to a Redundancy payment will be lost.

REDEPLOYMENT POLICY

ILL HEALTH RETIREMENT

19. Corporate staff will only be considered for Ill Health Retirement if their disablement is considered permanent by an approved Panel Doctor.
20. The final decision to retire an employee on ill health grounds remains with the Chief Fire Officer.

PAY PROTECTION

21. Where employees are permanently redeployed into a role with a lower salary, their salary prior to any change taking place will be frozen and protected as per the pay Protection Policy.

APPEALS

22. Employees have the right to appeal against the decision to redeploy them into a post that they deem not to be suitable.
23. Appeals should be in writing and made to an individual in the role of Area Manager/Head of Function or above. Appeals should be received within 7 days of the decision.

FURTHER INFORMATION

24. Employees will be entitled to be accompanied by a work colleague or union representative at any formal meetings during the redeployment process.

If you require any further guidance on this document, please contact the Human Resources Function.