

Redundancy, Redeployment and Reallocation of Duties Code of Practice for Support Staff

This Code of Practice has been agreed with UNISON.

1. Definition of Terms

Reallocation of Duties

According to Terms and Conditions of Service, duties 'may be determined from time to time by the University Council'. The main duties are set out in a job description, which is approved by the relevant Head of Unit and signed by the job holder in post when the job description was prepared (except in the case of a new vacant post). A job description can never be fully comprehensive, nor will it be immutable. Changes in the University's requirements for Support Staff will often lead to the need to amend individual job descriptions. Such changes may be minor, or they may fundamentally alter the nature of the job. They will all be defined as a Reallocation of Duties, unless:

- they have the effect of changing the category of staff;
- they involve a change of Unit.

Redeployment

Where a change in duties has the effect of changing the category of staff or involves a change of Unit it will be defined as Redeployment.

Category of Staff

A category of staff is a staff grouping with common terms and conditions of service, e.g. Support Staff, Industrial Production Staff (IPS), Technical Staff etc.

2. Reallocation Of Duties

The Head of Unit or nominee will consult with the individual member of staff about the change of duties, and will seek to reach agreement. At the discretion of the member of staff, the local representative of UNISON may be involved in the discussions. In the case of Support Staff, where agreement is reached, the job description will be amended and submitted for re-evaluation after 3 months. In the case of Industrial Production Staff, either the standard job description will be reviewed in consultation with UNISON or the member of staff will be deemed to be covered by a different (existing) standard job description. The member of staff concerned will be given adequate training to enable the new duties to be carried out satisfactorily.

Where the Head of Unit is unable to reach agreement with the member of staff, the Branch Secretary of UNISON may be involved, at the discretion of the member of staff. Thereafter, the Head of Unit may, following consultation with the Group People Director, nevertheless proceed to allocate those duties. In that event, the member of staff could have recourse to the Grievance Procedure.

3. Redeployment

Change of Staff Category

The Head of Unit or nominee will consult with the individual member of staff about the change of duties, and will seek to reach agreement. At the discretion of the member of staff, the local representative of UNISON may be involved in the discussions. Where agreement is reached, the proposed change will be referred to the appropriate Grading Committee (where one exists) for endorsement, and the necessary formal consultation with the appropriate Union(s) will be undertaken by the University. Where agreement is reached, an amended contract will be issued.

If as a result of an agreed change of category the salary or terms and conditions of service of the new category are less favourable than those already held by the member of staff concerned, the member will retain the more favourable term(s) on a personally protected basis.

Adequate training will be given to enable the new duties to be carried out satisfactorily.

Change of Unit

It will be relatively rare for a change of duties to involve a change of Unit. More usual will be the case where a new set of duties is set up as a post in another Unit, which will be advertised as a vacancy, and for which staff can apply. However, in the rare case there should be the same opportunity provided for consultation, as in the 'change of staff category' redeployment case, although here representatives of both 'losing' and 'gaining' Units are likely to be involved. The duties, responsibilities and reporting lines expected to be undertaken in the new Unit should be fully explained to the member of staff. Where agreement is reached, the People Hub will be notified and an amendment to contract issued. The member of staff concerned will be given adequate training to enable the new duties to be carried out satisfactorily. If the salary or grade is less favourable than that already held by the member of staff concerned, the member will retain the more favourable term(s) on a personally protected basis.

Change of Geographical Location

Where the proposed change of duties or Unit involves a change of location (i.e. from one site to another) it will be particularly important to have full consultation with the members of staff concerned, and the UNISON Branch Secretary should be informed. If this results in agreement, the member of staff will be issued with an amended contract, and, where appropriate, the Office Moves Scheme will apply.

Failure to Agree

Where there is a failure to agree the above change of staff category or Unit, then it will be referred to the appropriate committee.

4. Redundancy within a Unit

It is conceivable that there will be staff reductions within a particular Unit, due to reduced funding or workload changes, or that there will be geographical relocations in which particular staff choose not to participate. In such circumstances, staff will be potentially redundant. Selection of staff for redundancy will be handled as follows, in consultation with the Branch Secretary of UNISON:

- In the situation where a particular job function is no longer required, the relevant job holder(s) will be potentially redundant;
- In the situation where a Unit or Sub-Unit moves to another site and one or more members of staff choose not to move that/those member(s) is/are potentially redundant;
- In the situation where there is a general workload reduction which cannot be identified with particular posts, volunteers will be sought throughout the University before compulsory redundancies are declared.

Should the need arise for compulsory redundancies to be declared, selection will be made in accordance with criteria agreed at the time between the University, the Branch Secretary of UNISON and the UNISON District Officer.

Once staff have been selected as potentially redundant, they will be given notice of termination of employment, in accordance with their Terms and Conditions. During the notice period, staff will be interviewed regarding the options available to them. Unless they opt for early retirement or severance (as appropriate), attempts will be made to find suitable alternative employment for them and they will be allowed to take paid time off to attend external interviews. External advertising will be suspended during any period within which staff are under notice by reason of redundancy. All vacancies will be brought to their attention as they arise, and if they express an interest in a particular vacancy, they will be treated as applicants for that vacancy. Provided that they satisfy the essential requirements for the post as stated in the advertisement, they will be interviewed.

5. Procedure for the Redeployment of Technical Staff

This procedure has been agreed with UNITE.

Objectives

It is recognised by the University and UNITE that in the event that staff cost reductions are shown to be necessary, procedures should be agreed, to provide a mechanism by which staff may be offered alternative posts or duties within the University, thus providing security of employment and the opportunity for career development, consistent with the needs of the University.

It is further recognised by both parties that the implementation of such procedures could affect the function of some Units/Sub-Units.

In the event, duties may have to be redefined and some remaining staff reallocated within the Unit/Sub Unit.

Staffing Plans

In the mutual interest in the success of these procedures, the University will advise UNITE of establishment policies. Consequent staffing plans should consider:

- The existing staff profile and the related organisation of Unit/Sub Unit responsibilities and activities;
- The expected pattern of staff loss as a consequence of retirement, part-time working, or other adjustments, and the implications of this for Unit/Sub Unit responsibilities and activities;
- The implications for Unit/Sub Unit responsibilities and activities of any planned staff changes.

Procedures Following Loss of Staff

When notification is given that a post is to be vacated, the Group People Director will inform the Secretary UNITE of the details:

- Where the Unit/Sub Unit concerned is under its protected staffing quota as determined by establishment policies, the post will be internally advertised as soon as reasonably possible;
- In the event there are no suitable internal applicants for the post, the Group People Director will consult with the Head of Unit/Sub Unit and representatives of UNITE, and may thereafter recommend to the PVC (Planning) that the post be advertised externally or that either redeployment (defined as the movement of a person into a different and substantially unrelated post) or the reallocation of duties among remaining staff, be effected to cover essential elements of the vacated post.

Procedures for Changes in Establishment

When it is intended to change the establishment of a Unit/Sub Unit for any reason, the Group People Director will discuss the situation with the Head of Unit/Sub Unit, UNITE representatives and appropriate Technical Staff.

On the basis of these discussions, the Group People Director will prepare a report, which after consultation with the Head of Unit/Sub Unit and the Secretary UNITE, will be considered by the University, who will advise UNITE of any decision prior to implementation.

Protection of Staff

Staff leaving a Unit/Sub Unit which is above its establishment level to fill a vacant post, or who are otherwise redeployed, will suffer no detriment as a result of their move, that is to say staff whose grade is higher than that of the newly acquired post, will be entitled to retain their rate of pay and grading on a personal basis and will receive all increments due as appropriate to their personal grade.

Where duties are to be reallocated as a result of staff reductions, this will be advised in writing by the Head of Unit/Sub Unit to the remaining staff who are directly affected and the Secretary UNITE. Where staff agree to assume additional and/or different duties and

responsibilities as a result of reallocation, the University will undertake to review the grading of their posts in accordance with the agreed grading schemes at the next annual review.

All upgradings consequent upon the assumption of reallocated duties will be in accordance with the agreed grading review. Heads of Unit will be advised to give consideration for special awards for persons taking on reallocated duties to cover the interim period between assumption of those duties and the annual review.

Where a member of staff is transferred to a post demanding different or greater skills or knowledge, the University will, after consultation with UNITE and the member of staff, provide adequate training or retraining which is required to ensure proficiency and the maintenance of proper safety standards. This training or retraining will be monitored by the Technician Training Committee, to enable them to discuss and make recommendations on technical training in general. It will be undertaken at no cost to the member of staff and, wherever possible, during normal working hours. Where this not possible, the member of staff may take the equivalent time off (including travel time, where incurred) on another day, by arrangement with their Head of Unit.