

Employees' How to Guide..... Redeployment

Policy statement	The Office of the Police and Crime Commissioner (OPCC) seeks to maintain security of employment wherever possible through the redeployment of employees into alternative posts. The Redeployment policy defines the steps the OPCC will take to ensure redeployment is managed consistently and sensitively.
Scope	<ul style="list-style-type: none">• All employees of the OPCC.
How to use this document	<p>This document is not part of the formal policy. Instead it provides additional information to help you as an employee understand how you can apply the policy.</p> <p>It is expected that you will have read the Redeployment Policy before using this guide.</p>

Content

Policy stages	3
Starting redeployment	3
Eligibility for redeployment.....	3
Duration of redeployment and contractual notice	3
Redeployment Action plan	3
The Candidate profile	3
How to create/update your Candidate profile	3
Recruitment process	8
How you will be informed of a potential match	8
Applying for vacancies.....	8
How will you receive feedback	9
Trial Periods	9
Unsuccessful trial period	9
Fixed term or temporary contracts.....	10
Outcomes of redeployment.....	10
Successful trial period.....	10
Rejection of an alternative post.....	10
Redeployee leaves with pending applications	10
Dismissal	10
Roles and responsibilities.....	10
Support	12

Policy stages	<p>There are four possible stages:</p> <ul style="list-style-type: none"> • starting redeployment • creating and updating the candidate profile • recruitment process • outcome of redeployment
----------------------	---

Starting redeployment

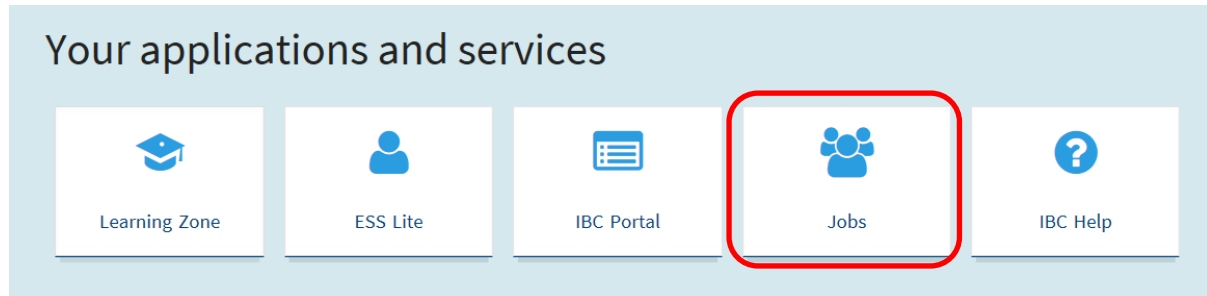
Eligibility for redeployment	If you have been granted redeployment it will be for one of the reasons outlined in the Redeployment Policy.
Duration of redeployment and contractual notice	<p>The redeployment period is for a maximum of three months where you have two or more years continuous service.</p> <p>Your contractual notice period will be between 1 month and 12 weeks, depending upon your length of service.</p> <p>If your contractual notice is less than the three month redeployment period you will be granted redeployee status before the start of your contractual notice.</p> <p>If you have less than two years continuous service, your redeployment period mirrors your contractual notice period so both start and end on the same day.</p>
Redeployment Action plan	<p>Your manager should discuss an action plan with you, this plan should include:</p> <ul style="list-style-type: none"> • timescales for the overall redeployment process • agreed actions by you or your manager • review dates <p>You and your manager should regularly review progress towards achieving redeployment and update the action plan accordingly.</p>

The Candidate profile

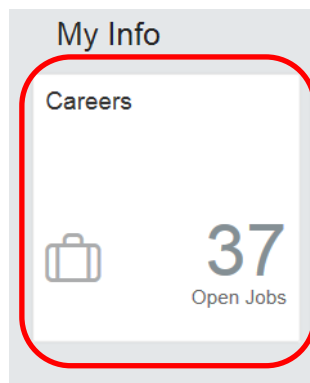
How to create/update your Candidate profile	You should create your Candidate Profile so you are ready to apply for suitable vacancies. Your profile should accurately and comprehensively reflect your position to enable a recruiting manager to assess your suitability for a role. Like a job application, you are expected to include information about your experience and skills gained from work and any relevant non
--	--

work activities.

To create your candidate profile you need to access the internal jobs portal through ESS and the Jobs tile:



You then select the Careers tile. (You also use this tile to search for all current vacancies.)



Career Opportunities

Search for Openings

Keywords:

☐ Exact Match
☒ in job title
☐ in job title or description

Posted within the last: days

Requisition Number:

Organisation name:

Office of the Police and Crime

Posting job category:

Any

Posting salary range:

Any

No jobs matched. Try widening your search.

Clear

Search Jobs

Select the 'My Candidate Profile' and enter/update information about yourself.

Job Search

Job Applications

Saved Jobs

Saved Searches/Alerts

My Candidate Profile

Saved Applications

Career Opportunities

You can upload your CV here but this is not essential, if you do not have one you can click 'cancel'.

My Candidate Profile

Candidate ID: 1541

Country/Region: No S

Phone:

Email: * louis

Data Privacy Statement

Employment history

There are no items in this s

Formal education

There are no items in this section.

+ Add

More Information

Title

No Selection

Upload CV

The first step in creating your profile is to upload your CV. We will automatically organise it to make it searchable by our recruiters and maximise your chance of finding a match.

Accepted File types: DOCX, PDF, Image and Text

Choose File:

Browse...

Cancel

Upload

Delete Profile

Print Preview

ering your details with us

as up-to-date as possible. This will make it r vacancies. It will also ensure that we are ab. ents.

Candidate ID: 1541

Country/Region:

Phone:

Email*:

Welcome to our talent community and thank you for registering your details with us

We recommend that you upload your CV and keep your details as up-to-date as possible. This will make it much easier and quicker when you come to apply for one of our vacancies. It will also ensure that we are able to identify when your skills and experience match our requirements.

The Recruitment Team

[Your CV is not on file. Click here to attach your CV](#)

[Your Cover Letter is not on file. Click here to attach your Cover Letter](#)

[Data Privacy Statement](#)

Employment history [+ Add](#)

There are no items in this section.

Documents

There are no items in this section.

Formal education [+ Add](#)

There are no items in this section.

Language skills [+ Add](#)

There are no items in this section.

More Information

Title

Home phone

House number and street name

Address line 2

City/Town

County

Country of residence*

Postcode

To create job alerts, you select Saved Searches/Alerts

Job Search Job Applications Saved Jobs **Saved Searches/Alerts** My Candidate Profile Saved Applications

Career Opportunities

Click on the Create New Job Alert button to create or maintain existing job alerts here

Job Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
HR	19/01/2018	18/07/2018	Daily	<input type="text" value="Select"/>

[Create New Job Alert](#)

Complete the fields to create a new job alert and Save

Create New Job Alert [X]

* Name of Saved Search/Alert

* Email me

☒ Send email only when new jobs are available

Keywords ?

☒ in job title ☐ in job title or description

Posted within the last days

Requisition Number

Organisation Name

Posting Job Category

Cancel Save

Once you have completed your candidate profile you should notify Recruitment of this by sending a 'My enquiry' message to Recruitment through ESS.

You will then receive an automatic email alert of vacancies matching the criteria you have entered and at the frequency you have chosen.

Recruitment process

How you will be informed of a potential match

The automatic email alert will use the email address you registered to inform you of vacancies that match the information you provided.

Applying for vacancies

It is your responsibility to **apply** for these roles unless they are not suitable.

You are required to regularly check the Job tile on ESS as there may be vacancies that have not automatically matched to your profile information but may still be suitable for you. You should apply for any vacancies that may be suitable.

How will you receive feedback

If you are unsuccessful in securing a vacant role, the recruiting manager is required to provide feedback to you that evidences and justifies their decision. This feedback may be helpful to you when making any future applications.

Trial Periods

If you are successful in securing a new post through redeployment you are entitled to a trial period of four weeks. The purpose of the trial period is to give both you and the recruiting manager the opportunity to confirm whether you are suited to the new role having had a period of working in the role.

Before the trial period starts you and your new manager will discuss:

- its duration
- any scope for extension, if so this must be clearly stated in writing
- how the suitability of the role will be assessed during the trial period and against what criteria this will be measured.

You cannot use your redeployee status to make any further job applications during a trial period.

Where a trial period is successful you will:

- transfer onto the terms and condition of the new role with effect from the first working day after the trial period ends
- start to receive pay protection where applicable
- no longer be eligible to receive a redundancy payment.

Where you consider the trial period to be unsuccessful you must initially discuss this with the recruiting manager. You are then required to provide a written explanation to the recruiting manager stating why the post is unsuitable. Your substantive manager and the recruiting manager must review your grounds for believing the role is unsuitable and reach a conclusion on whether they are in agreement.

If you are in a redundancy situation and you unreasonably terminate a trial period or resign during a trial period you give up your right to a redundancy payment.

Unsuccessful trial period

Where the trial is deemed unsuccessful and ends before your notice period has ended you will return to your substantive post for the remainder of your notice period and you regain redeployment status during this time.

Fixed term or temporary contracts

While a fixed term or temporary contract may not be suitable alternative employment it may still be a way for you to maintain employment while seeking future employment.

If you are being redeployed due to the ending of a fixed term or temporary contract, an offer of a subsequent fixed term or temporary contract may be a suitable alternative.

Outcomes of redeployment**Successful trial period**

Where the trial is deemed successful this will be confirmed to you by the recruiting manager and Recruitment will issue a new statement of employment particulars.

Rejection of an alternative post

Where you decide to reject an offer of suitable alternative employment you may give up the right to any redundancy payment.

Redeployee leaves with pending applications

Where you have an application pending at the end of your redeployment period you may continue with your application as an external candidate. You are no longer considered as a redeployee for these roles.

Dismissal

You will have already been issued with the dismissal decision and your notice period under the originating policy at the start of the redeployment period.

Roles and responsibilities

As an employee you are responsible for:

- applying the Redeployment Policy accurately
- taking an active and participatory role in:
 - creating a redeployment action plan
 - creating/updating your candidate profile
 - notifying Recruitment that you have created your candidate profile
 - applying for vacancies
 - giving all opportunities serious consideration
 - preparing for and attending meetings / interviews
 - participating fully in trial periods
- arranging your own trade union representative or companion if desired and advising management of this

Your substantive manager is responsible for:

- applying the Redeployment Policy accurately
- informing HR Operations when considering if redeployment status applies
- arranging meetings as necessary
- drafting and updating your redeployment action plan
- supporting you with registering your Candidate profile
- enabling you to search for vacancies
- liaising with a recruiting manager regarding the duration and success of any trial period

The recruiting manager is responsible for:

- giving serious consideration to your application
- providing feedback
- liaising with your substantive manager regarding the duration and success of the trial period
- providing an induction and identifying training and support
- assessing your suitability for any role

HR Operations is responsible for:

- advising on policy application and supporting with case management
- advising on the completion of letters
- entering your details onto the redeployee database and keeping this record up to date
- attending meetings in an advisory capacity
- HR does not perform a decision making role

The Recruitment team are responsible for:

- advising on policy application
- checking the redeployee database to ensure you have redeployee status
- maintaining the online recruitment system

The trade union representative or OPCC work colleague is responsible for:

- supporting you
- supporting the timely management of the redeployment process by attending any appropriate meetings

They may make representations, submit papers, ask questions and address a meeting on your behalf. They may not answer questions on your behalf.

Support

Any queries can be directed to your line manager in the first instance.

Your trade union or professional association may be able to provide you with additional support.

How to guidance Governance

Hantsfile reference:	16244993
Date of publication:	April 2018
Owner:	HR Operations