

Recruitment and Selection - Managers Guidance

Redeployment

Employees seeking redeployment for example because they are at risk of redundancy or for other reasons e.g. health, may apply for your vacancy. This may be at the start of the advertising process, when for a short period the vacancy will be only available to employees who are individually at risk, or in response to an internally or externally advertised post, at a later date. Derbyshire County Council has a policy of helping employees to find redeployment wherever possible. Redeployees who find access to digital information difficult should be supported to access job information in other ways and complete manual applications. Their redeployment officers will be able to help with this.

Your obligations as the Recruiting Manager are:

- **'Priority' consideration**

If an employee is eligible for priority consideration, as set out in the Council's Redundancy, Redeployment, Protection of Earnings and Buy Out of Hours Policies, and meets the essential requirements for a vacancy, or could do so with reasonable training/support, you must see them **before** other applicants are considered. This will only apply to jobs on a comparable grade to their current grade or below. If the priority candidate is suitable they must be offered the job without other candidates being considered.

Where there is more than one applicant who is eligible for redeployment, there will normally be a competitive process amongst priority candidates to fill the job (ask your HR department for advice).

When considering an applicant who has priority consideration for a vacancy you must:

- Consider whether the employee has the competencies and potential to undertake the role and has, or could acquire, the technical skills and knowledge through reasonable retraining and support.
- Consider the employee's entitlement to a statutory trial period (not less than 4 weeks) to assess whether the job is suitable.
- If no priority candidate is suitable for the position, document why the candidate/s with priority status could not meet the essential criteria for the job with reasonable retraining and support and is/are unsuitable for appointment, using the Priority Candidate Assessment form, and forward to your HR Service partner for approval.

The job will only be released for external advertisement when approval from your HR Service partner has been given, and any other vacancy control and related approval processes have been completed.

- **'Guaranteed' interview**

Employees' entitled to a guaranteed interview, as set out in the Council's Redundancy, Redeployment, Protection of Earnings and Buy Out of Hours Policies, who meet the essential requirements or could do so with reasonable training/support are 'guaranteed' an interview alongside other internal applicants (ask your HR department for advice).

- **Reasonable adjustments**

Where the employee is disabled you must take all reasonable steps and consider any reasonable adjustments to support the employee in securing redeployment. Consideration must be given to the need to provide a greater degree of assistance in finding redeployment (ask your HR department for advice).

- **Statutory trial periods**

An employee subject to redeployment may be entitled to a statutory trial period of four weeks that will allow them to assess whether the job is a suitable for them (ask your HR department for advice).

More detailed information can be found in the Redundancy, Redeployment, Protection of Earnings and Buy Out of Hours Policies document which is on our website under Working for Us, Leaving Us, Redundancy.