

Redeployment and Redundancy advice for UNISON support staff members at the University of Birmingham

If your job is at risk due to a restructure, ending of the funding for your post or end of a fixed term contract you have a number of rights. Your UNISON rep will be there to advise you and represent your interests throughout.

Consultation

- You should normally be consulted at least 6 months before any redundancy takes place and consultation normally lasts for 3 months
- You have a right to a UNISON rep at consultation meetings and to see your UNISON rep in work time throughout the consultation
- You have the right to put forward alternative proposals and can request some financial information for example to help you do that. Alternative proposals should go as soon as they can be fully worked out and within 6 weeks. This ensures management have to respond to them during the consultation period

Redeployment

UNISON have negotiated a redeployment policy with the University.

- When you apply for other jobs of the same or one band lower at the University then you take priority over all non redeployment candidates for a job. It's not about whether you are the best candidate for the job, but whether you meet the essential criteria for the job.
- You should have a redeployment meeting with HR to up- date your CV, look at any training needs you may have and to make sure you are registered as being on redeployment and are informed of job vacancies
 - Example one. Joe blogs is a band 400 Secretary and applies for a band 400 administration post and all the other candidates are non-redeployee's. If Joe can show he has the essential skills listed on the job description and can show at the interview he can do the job then he should be given it, even if someone else is better qualified or more experienced
- Example two. Jane blogs is a band 300 receptionist and applies for a band 300 administration post and 2 other candidates are redeployee's and 2 aren't . It would then be a competitive interview between the 3 redeployment candidates

Salary Protection

UNISON have negotiated salary protection for up to 4 years for staff redeployed to roles one grade/band lower depending on your length of service at the University

- Eg Mike has been at the University for 3 years. He is currently a band 400 and successfully gets a band 300 job on redeployment. His salary is frozen for up to 3 years during which time he won't get any cost of living rises, increments or one off payments. If during the 3 years his new band 300 salary goes up over his frozen salary then the new salary comes in. If at the end of 3 years he is still paid more than a 300 job role then his salary will be reduced to the top of the contribution threshold of a band 300

- Eg Joan has been at the University for 4 years. She is currently a band 400 and successfully gets a band 300 job on redeployment. Her salary is frozen for up to 4 years during which time he won't get any cost of living rises, increments or one off payments. If during the 4 years his new band 300 salary goes up over her frozen salary then the new salary comes in. If at the end of 4 years she is still paid more than a 300 job role then her salary will be reduced to the top of the contribution threshold of a band 300
- Eg Michelle has been at the University for 10 years. She is currently a band 400 and successfully gets a band 300 job on redeployment. Her salary is frozen for up to 4 years during which time he won't get any cost of living rises, increments or one off payments. If during the 4 years his new band 300 salary goes up over her frozen salary then the new salary comes in. If at the end of 4 years she is still paid more than a 300 job role then her salary will be reduced to the top of the contribution threshold of a band 300

Right to appeal

- If you aren't successful in getting a job it's the same band/grade as your current post and you meet the essential criteria in the person specification then you should appeal against the decision. Your UNISON rep can give more advice on how to do this

Keep records

- Keeping records of all the jobs you have applied for, including the job description, your application and letters from HR with whether you have or haven't been successful and any feedback provided is very important. It may help you to get an extension of redeployment or challenge the redundancy

Looking for work outside the University

- You have the right to reasonable paid time off to look for other jobs, sign up with job agency's and go for job interviews. This is normally considered to be 1- 2 days but can be longer

Voluntary severance criteria and amount

- Management *may* offer Voluntary Severance to you when they consider it to be in their interest. The agreement on Voluntary severance is for a minimum of 2 weeks pay for every full year of service up to the age of 41 and for 3 weeks pay for every full year of service after the age of 41, capped at a maximum of 20 years
- If you are interested in Voluntary Severance we recommend you discuss it with your UNISON rep first. This is to ensure no additional pressure is put on you to take and we may be able to help negotiate a higher amount than the minimum figure

Benefits advice

- If you need to get benefits advice to look at your worst case scenario the University Employee support service can refer you to the Citizens Advice Bureau.
- UNISON Welfare can also help with credit card, catalogue debts etc

Disclaimer, none of the above is legal advice. If you need legal advice then your UNISON rep will refer you to Thompsons, UNISON's solicitors.