

## **Frequently Asked Questions – Redeployees**

*If you are a member of staff and eligible to place your details on the Redeployment Register, the following list of frequently asked questions may help answer queries you have regarding the redeployment process.*

### **How will I know if I am eligible to place my details on the Redeployment Register?**

You may add your details to the register if you are a University of Edinburgh employee who is actively seeking redeployment due to:

- (1) have been placed 'at risk' of redundancy,
- (2) have been placed 'at risk' of redundancy and have additional redundancy rights due to 'pregnancy or family leave'.
- (3) need a change of role for reasons related to their health, or
- (4) have a disability and need a change of role as a reasonable adjustment.

### **How do I add my details to the Redeployment Register?**

Full detail on how to add your information to the Redeployment Register can be found on the Redeployees webpages [here](#).

### **Will I receive any information regarding suitable vacancies while I am on the Redeployment Register?**

Yes. You will receive a weekly email confirming any live vacancies that match the job family and grade you have detailed on your Redeployment Register entry. Jobs one grade above and below will also be noted in the email.

You will be able to apply for a vacancy and confirm you are on the Redeployment Register.

If there are no live vacancies that match your details you will not receive this weekly email but can continue to review all live vacancies on the webpage.

### **How long can I have my details on the Redeployment Register?**

There is a maximum length of time that your details can remain on the Redeployment Register:

- If you are at risk of redundancy, this will be until your expected end date of employment;
- For those seeking medical redeployment, this will be for a maximum of six months from the date you register your details.
- For those who are pregnant or on family leave, this will depend on your type of family leave (see your relevant policy e.g. Maternity, Adoption and Surrogacy or Shared Parental Leave for further details).

### **If any of my details change, how do I update my information on the Redeployment Register?**

It is your responsibility to ensure you keep your information up to date and accurate. You can amend, update or remove your details at any time by using [the App](#). If you have been redeployed, been offered and accepted a new role and had confirmation you are no longer at risk you must remove your details from the Redeployment Register using [the App](#). You will not be automatically removed until you commence your new role.

### **Can I still apply for vacancies advertised on the University of Edinburgh jobsite and how do I flag on my application that I am at risk when applying?**

In addition to joining the Redeployment Register, we recommend that you continue to search and apply for advertised positions at the University. You can sign up for Job Alerts in People and Money. If you are at risk of redundancy, you should also state that you have received notification that you are at risk of redundancy (including if you are at risk of redundancy – family leave) on your application. This alerts Recruiting Managers so they are aware when reviewing applications.

Further information is available in the 'How to Apply for an Internal Job' user guide available on the [People and Money User guides](#) webpage.

### **How will I be contacted about potential redeployment opportunities?**

Recruiters will access the Redeployment Register when recruiting for a vacancy and can request to view a copy of your registered CV.

The recruiter will then have an opportunity to assess whether your details meet the essential criteria of the vacancy based on the information provided on your CV. If there appears to be a match, the recruiter will get in touch with you directly to find out if you are interested in the post. You will be sent a job description and if you are interested you will be asked to note your interest and may be asked to provide an application statement detailing how you meet the requirements of the job.

The recruiter will then make the arrangements for interview.

### **Will I be invited to a formal interview if I meet the criteria for a redeployment opportunity?**

If a recruiter reviews your details on the Redeployment Register and makes the assessment that you meet the essential criteria of their vacancy, they will contact you directly. If you are interested in the job vacancy, arrangements will be made for an interview to take place.

### **I have been placed at risk and I'm currently pregnant/on family leave/recently returned from family leave – what are my rights for redundancy?**

You can place your details on the Redeployment Register and apply for vacancies on the University internal job site. In People and Money go to Me, then Current Jobs to view internal jobs on Opportunity Marketplace. You should highlight on your application that you have been placed at risk of redundancy and are pregnant or on family leave. This will alert the Recruiting Manager to your 'priority status' should any available suitable alternative vacancies arise. Further information is available within your applicable family leave policy: Maternity, Adoption and Surrogacy and/or Shared Parental Leave which are found at the A-Z of HR policies [here](#).

### **What happens if my current contract is extended for a short period of time i.e., less than 6 months?**

If your contract is extended you will receive confirmation in writing as to whether you remain "at risk" of redundancy or not and whether you are eligible to remain on the Redeployment Register. If you are still at risk of redundancy, your details can remain on the Redeployment Register.

We will also continue to audit the list and your details will automatically be removed in line with time periods described above.

**What happens if my current contract is extended for a significant period of time i.e., more than 6 months?**

If your contract is extended for a significant period of time this may mean that you are deemed no longer at risk of redundancy. This will be confirmed with you in writing and your details would be removed from the Redeployment Register. As your new end date approaches it may be the case that you become “at risk” again and will follow the redundancy process as before, being eligible to add your details back on the Redeployment Register.

We will also continue to audit the list and your details will automatically be removed in line with time periods described above.

**I hold more than one post at the University of Edinburgh, what is the impact on each post when I am placed at risk in one post?**

If you have more than one role in the University, each individual role and circumstance will be dealt with separately. This means that if one of your roles is considered at risk of redundancy this procedure will be followed for that particular role and your other role or roles will not be affected.

**I have a time limited or restricted right to work in the UK, does this affect my eligibility to be redeployed from the register?**

If you have time limited or restricted right to work in the UK e.g., if you are a sponsored worker, we will need to consider if your visa would allow you to transfer to another role in the University. You should therefore contact the HR Helpline by raising a Service Request using the category ‘Redeployment Register’ to find out if you are able to place your details on the Redeployment Register.

**Is there any additional support available to me while I am “at risk” of redundancy?**

You may also wish to seek out career advice and support through the relevant University Services. More information about the type of support offered is available here:

[Career development | The University of Edinburgh](#)

If you have been advised that you are eligible for Career Transition support, visit

[Career Transition | The University of Edinburgh](#)

You can arrange to meet with specialists who will discuss how to make improvements to your CV as well as tips for interviewing. You can also receive coaching if you are looking to change careers.

**If I am not successfully redeployed into another role what happens at the end of my fixed term contract?**

Your contract will come to an end on the end date specified. Towards the end of your employment, you will receive a letter with information about your final pay and your right of appeal.