**Redeployment Checklist**

This checklist should be used by the Recruiting Manager of a redeployee

1. If an employee is temporarily redeployed the substantive service will process an end of contract notification through HR Forms Plus. As Recruiting Manager you will need to:

|  |  |  |
| --- | --- | --- |
| **Checklist** | **What** | **When** |
|  | Submit “New appointment” through HR Forms Plus – please see Appendix 1 and indicate which template should be used in the contractual change notification | ASAP |
|  | Make usual arrangements for new starts e.g. induction, access to systems etc. | Prior to start date |
|  | Maintain contact with the employee throughout the temporary contract with regards to end date etc. | Throughout contract |
|  | Notify the HR Helpdesk at least three months prior to the contract end date so that they can contact the employee to offer redeployment support | Three months prior to end date |

1. If an employee is permanently redeployed the substantive service will process an end of contract notification through HRFOL. As Recruiting Manager you will need to:

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| --- | --- | --- |
| **Checklist** | **What** | **When** |
|  | Submit “New appointment” through HR Forms Plus – please see Appendix 1 and indicate which template should be used in the contractual change notification | ASAP |
|  | Make usual arrangements for new starts e.g. induction, access to systems etc. | Prior to start date |

**Appendix 1 – Contractual Change Notification**

Please specify the relevant reason for redeployment in the contractual change paperwork using the guide below. This will ensure that the redeployee receives the correct statement in their letter.

|  |  |
| --- | --- |
| 1. **Redeploy to perm post (capability)** | As you have been redeployed into a permanent post, I can confirm that you are no longer being managed under the Redeployment policy. |
| 1. **Redeploy perm to temp post (capability)** | As you have been redeployed into a temporary post, I can confirm that you will remain on the redeployment register until you have secured a permanent position. |
| 1. **Redeploy to permanent post (budget)** | You entered the redeployment process on the basis that your substantive post was at risk of redundancy. In offering you the above post, I can confirm that this is not affected by the Click here to enter text. budget implementation process and so you are no longer viewed as being at risk of redundancy. |
| 1. **Redeploy perm to temp post (at risk/budget)** | You entered the redeployment process on the basis that your substantive post was at risk of redundancy. In offering you the above post, I can confirm that this is this is also affected by the Click here to enter text. budget implementation process and so you are still viewed as being at risk of redundancy. |
| 1. **Redeploy temp to temp post** | As your appointment falls under the procedures of the Rehabilitation and Redeployment Policy, and you are an existing temporary employee of Falkirk Council with more than two years’ service, you will be able to be considered for redeployment again before the end of this temporary contract.  In these circumstances, Human Resources will contact you towards the end of the contract period.  If you have any queries about this process, you should contact the HR Helpdesk directly. |