Appendix 2

An Example of Standard Text for Offer of Redeployment – other wording may be used to suit individual circumstances.

Dear

Offer of Suitable Alternative Work

As you are aware from consultation meetings and correspondence, you are X(under notice of redundancy/at risk of redundancy). Your notice period expires on (date) and I am pleased to offer you alternative work in accordance with the University’s Redundancy Avoidance Policy.

Details of the alternative work are contained in the attached Job Description and the main differences when compared with your previous role are:

Your are entitled to a 4 week trial period commencing (the day after the present contract ends) and ending (4 weeks later) in the alternative post. Towards the end of the trial period your Human Resources Officer will contact you to ascertain whether you consider the post suitable and whether you wish to continue in the post. If you do not wish to continue in the post redundancy will apply and you will be entitled to your redundancy pay.

Similarly, the 4 week trial period allows the University to assess your suitability for the alternative post and should it wish to end the new contract at the end of the trial period, you will preserve your right to redundancy pay.

If you have any queries please do not hesitate to contact me (details).

HR Officer