

Governing Body Meeting  
Summer Term 2019

Report by the Director of Business  
Development

## REDEPLOYMENT CODE

### **1. INTRODUCTION**

- 1.1 The Redeployment Code was last recommended to governing bodies in Spring 2013 but the document is periodically reviewed to ensure it remains fit for purpose and in line with the latest legislation and statutory guidance.

### **2. BACKGROUND**

- 2.1 The Redeployment Code describes the process to be followed as a means of retaining employees who can no longer remain in their existing post for a range of reasonable circumstances.
- 2.2 Some minor amendments to the procedure have been made to update some terminology/language throughout.

### **3. INFORMATION**

- 3.1 The code has been updated to reflect the expectation that apprentices should normally be appointed to a post on a permanent basis. This is to ensure that they are treated the same as other employees.
- 3.2 The code has also been updated to reflect safer recruitment expectations. This was happening in practice but the code has now been revised to confirm that additional administration may be required by the receiving school to ensure they have all the information they need to comply with Keeping Children Safe in Education and OFSTED expectations.
- 3.3 Reference within the code to specific financial values and protection calculations have been removed. This is to ensure they no longer need to be updated every year unless there are any other changes required. The wording has been revised to ensure guidance is still provided but this is not presented with monetary values.
- 3.4 Following a recent collaboration with Stonewall on their 'Workplace Equality Index', all language throughout the procedure has been made neutral in terms of gender. (Stonewall work with employers to ensure they offer inclusive, equal and inspiring environments for LGBT people.)

- 3.5 Further updates have been made to job titles and section names relating to the council.
- 3.6 Appendix 1 to the code that outlined the scheme of protections has been withdrawn. The only elements within the scheme that are still applicable to employees are working hours and annual leave entitlement. These provisions have been moved into the main content of the policy as additional information at paragraphs 45 and Note 4.

#### **4. ISSUES FOR CONSIDERATION**

- 4.1 The governing body is asked to consider the adoption of the model redeployment code. Voluntary aided schools and academies which are part of the HR service level agreement, are asked to receive the procedure for information and consideration.
- 4.2 Should the governing body decide not to adopt the model document it should produce an appropriate alternative in consultation with the recognised teacher associations and trade unions. Community schools will be required to provide an alternative to the council, which the council as employer is satisfied, meets the necessary standard.
- 4.3 All governing bodies who adopt an alternative document or modify the model provided are requested to submit final documents to [schoolsHRpolicy@northlincs.gov.uk](mailto:schoolsHRpolicy@northlincs.gov.uk)

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# NORTH LINCOLNSHIRE COUNCIL

## REDEPLOYMENT CODE FOR \_\_\_\_\_ SCHOOL

### INTRODUCTION

1. This code of practice describes the process to be followed as a means to achieve retention of employees who can no longer remain in their existing post under defined circumstances.
2. The objective of the process is to find suitable alternative employment. This would be a post that makes use of the redeployee's skills and abilities and is as close as possible to their existing salary.
3. It is the responsibility of all parties including the individual employee to support the underlying principle of this procedure to make every effort to find suitable alternative employment within the school or elsewhere in the council.
4. In adopting this code, governing bodies agree to actively apply its principles in situations where employees may potentially be redeployed into the service of their school.
5. The code will apply to all employees of the school with one year or more continuous service. Salary protection detailed at paragraph 40 onwards will apply to support staff with two years or more continuous service.

*Note 1: Qualifying service is with this school or bodies named on the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 (the Modification Order). A consolidated list of the bodies on the Modification Order can be accessed at [www.lge.gov.uk](http://www.lge.gov.uk).*

6. For employees on maternity or adoption leave who are under notice of redundancy, employees with a disability as defined by the Equality Act 2010, and who are no longer able to carry out the duties of the post, the requirement to have completed one year or more continuous service, or two years in relation to salary protection, will not apply.
7. Where disability is a factor in any of the circumstances defined in paragraph 12, the head teacher in consultation with Human Resources (HR) will consider whether any reasonable adjustments can be made to this procedure.
8. Employees in fixed-term posts of one year or more will be placed on the redeployment register for the maximum statutory notice period (last 12 weeks of their contract) or contractual notice period where this is greater.
9. Where an apprentice has been working in an established post, they will normally be appointed to that post on a permanent basis upon successful completion of their apprenticeship. If no such post is available for whatever reason, apprentices will be placed on the redeployment register for the last 12 weeks of their contract and will be able to apply for job relevant vacancies after priority 1 - 4 redeployees. The requirement for one year's service does not apply to apprentices.
10. Employees will only be redeployed into fixed-term posts in circumstances where there are no other options available and where not doing so would result in an immediate redundancy situation and/or require the school to issue formal notice of the termination of their employment.
11. The procedure will not apply to:

- Casual workers/supply teachers
- Employees with less than one year's service.

*Note 2: Further advice on whether an employee qualifies as a redeployee is available from your HR service team.*

12. If more than one redeployee broadly meets the essential criteria for a post, priority will be given on the basis of the criteria defined below.

#### **Priority 1**

- Where an employee **on** maternity, adoption leave or shared parental leave is under notice of redundancy (in accordance with Regulation 10 of the Maternity and Parental Leave Regulations 1999).

#### **Priority 2**

- Where, an employee with a disability as defined by the Equality Act 2010, is no longer able to carry out the duties of their post after reasonable adjustments have been considered.

#### **Priority 3**

- As part of the implementation of relevant parts of the model procedure for the redeployment/redundancy (reduction/reallocation) of staff in schools.
- As part of the implementation of relevant parts of the model procedure for amalgamation/reorganised schools.
- Where a post has been identified as surplus to requirements and the employee is displaced due to changes in work demands, and is potentially redundant, i.e. 'at risk'.
- Where, on the recommendation of occupational health, an individual is unable to continue in their post.
- Where, as a result of a compulsory change in base, an employee is unable to arrange to travel to work.
- Where, as a result of a compulsory change in working arrangements, an employee is unable to work the required days or hours of the post.
- Where it becomes apparent that exceptional circumstances are likely to prevent an employee from continuing in their existing post, the HR Operational and Commercial Lead may authorise the inclusion of that employee on the redeployment register. This will only occur with the agreement of the employee and will only take place following consultation with the employee's head teacher and the chair of governors. Normal protection arrangements will apply.

#### **Priority 4**

- Where the other half of a job sharer's post becomes vacant and there is a continuing need for the remaining hours of the post to be filled, but the post holder does not wish to accept them and no suitable partner can be found.
- Where, following a career break an employee is unable to immediately return to their substantive post or to a suitable alternative post.
- Where a request in line with the school's adopted Flexible Working policy, in order to care for a dependant, cannot be accommodated. Protection of salary/pay will **not** apply.

*Note 3: A dependant is defined as someone who lives with the employee as part of their family. In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency. It would not normally include tenants or boarders living in the family home.*

## Priority 5

- Apprentices in the last 12 weeks of their contract.
13. Redeployment may also arise as a result of a Dignity at Work investigation. If the decision of the person hearing the case is that the harasser/bully should be redeployed as an alternative to dismissal, then protection of salary will **not** apply. If it is the complainant who is redeployed then normal protection arrangements will apply. The HR Operational and Commercial Lead in consultation with the head teacher, will determine on a case by case basis what priority the employee concerned will be afforded.

## PROCEDURE

14. If employees are unable to continue in their post for one of the reasons defined in paragraph 12 above the head teacher will consider whether alternative opportunities are available. If there are no other options available, formal notice of the termination of their employment on grounds appropriate to the circumstances will be issued following the application of the appropriate procedure and including consultation with the trade unions/employee representatives if appropriate. Efforts to find suitable alternative employment will continue throughout the notice period.
15. The governing body will be responsible for redeployment within the school and may delegate this responsibility to the head teacher who will be supported by a nominated HR representative where requested. The nominated HR representative will offer support and guidance to both governing body/head teacher and redeployee until a permanent resolution is found.
16. Once a decision is made to place an employee on the redeployment register a meeting should be scheduled at the earliest opportunity to explain the procedure and produce a record of the employee's knowledge, experience and skills using the Redeployee Profile (see Appendix 1). This information will be utilised throughout the redeployment process and should be updated accordingly where additional training takes place.
17. The redeployee will be advised by their nominated HR representative to be realistic about their expectations for alternative employment with reference to their personal circumstances. The redeployee will be asked the extent to which they are prepared to consider alternatives in hours, grade or location and this response will be reviewed by the HR representative on a regular basis with consideration for the remaining period of time the redeployee will spend on the register. The redeployee will be made aware that where a potentially suitable alternative post is offered the redeployee is expected to accept it, unless they can demonstrate a valid and substantial reason for not doing so.
18. Redeployees will be given reasonable time off with pay in order to attend interviews, personal development/training and any other meetings called in respect of their redeployment. The nominated HR representative with the support of the Learning Solutions team will assess the training needs of individual redeployees and consider what tailored development may be reasonably provided. Redeployees will be encouraged to participate fully in any support sessions provided by HR.
19. Nominated HR representatives will be responsible for identifying suitable employment opportunities across the council for their redeployees, prior to a post being offered. Equally, redeployees should monitor the recruitment bulletin and notify their nominated HR representative where they consider a vacancy to be suitable for them. The nominated HR

representative will arrange for the redeployee to receive notifications of vacancies in an appropriate format.

20. Redeployees who broadly meet the essential criteria for a post (with a reasonable amount of training, development and support if necessary) should be offered an interview, prior to the post being advertised. As such, redeployees should not be put off applying for a post if there are elements of the employee specification they do not presently meet. If a suitable redeployee is identified after a post has been advertised, (but before the interview arrangements have been finalised for shortlisted candidates) they should be offered an interview first.
21. Every effort will be made to consider redeployees for vacancies that arise up to their termination date. Contracts of employment will not be extended to enable a redeployee to attend any interview that takes place after their contract of employment has terminated.
22. Where it proves difficult for a recruiting head teacher/manager in consultation with HR, to establish whether a redeployee broadly meets the essential criteria for a post, it may be necessary for the employee to complete a Redeployment Application Form (see Appendix 2) for that post. The nominated HR representative will assist the redeployee in this process where required. Nominated HR representatives will provide recruiting head teachers/managers with the reasons for redeployment in summary form only, as well as any additional information agreed with the redeployee. This may include compliance with Safer Recruitment requirements.
23. Where a redeployee matched to a vacancy by a HR representative is rejected by the recruiting head teacher/manager, the head teacher/recruiting manager should in all circumstances complete Appendix 7 and discuss the decision fully with the nominated HR representative prior to continuing with the recruitment process.
24. Where an exceptional number of redeployees within the same priority group broadly meet the essential criteria for the post, the number interviewed may be reduced to manageable levels, in turn, by using the full essential criteria, desirable criteria and a random selection process. HR advice should be sought by recruiting head teachers/managers in these circumstances.
25. Interviews will follow the normal recruitment and selection process. All pre-employment checks including Safer Recruitment must be carried out in accordance with the school's adopted Recruitment and Selection policy, prior to commencement.
26. Redeployees who broadly meet the essential criteria for a post (with a reasonable amount of training, development and support if necessary) will be offered the post on a trial period. A HR representative will attend the interview where appropriate.
27. Where an applicant is not successful the recruiting head teacher/manager should complete Appendix 7 and discuss the decision fully with the nominated HR representative prior to informing the redeployee of the outcome and prior to continuing with the recruitment process.
28. Support staff redeployed into a post will have a trial period of 12 working weeks in which to decide whether they wish to accept the post. The head teacher/manager will have the same period of time in which to assess the employee's suitability for the post. This performance should be continually monitored using the trial period training plan (see Appendix 3).
29. In exceptional circumstances and with approval from the HR Operational and Commercial Lead, the maximum redeployment trial period of 12 working weeks can be extended.

30. Teachers redeployed into teaching posts will not be subject to a trial period, although there is an expectation that ongoing dialogue addresses any minor issues with a view to a positive outcome for all parties. This should not become exceptionally onerous in addition to normal teacher appraisal arrangements. Where serious capability issues are identified teacher appraisal arrangements should be suspended and the head teacher, in line with the school's adopted Capability procedure, will address the matter.
31. Where an employee is successfully redeployed, the receiving school/service area will be responsible for paying any basic salary costs from the first day of the agreed trial period. The school the employee is redeployed from will normally meet the cost of any protection throughout the trial period and beyond if the trial results in a permanent transfer.
32. During the trial period the head teacher/manager should conduct regular reviews. Using the job description and employee specification, one-to-one reviews should explore the redeployee's new role and should consider their duties, responsibilities, and development. The sessions should assess the level of progress made and give consideration to appropriate internal and external training with reference to the completed trial period training plan (see Appendix 3). The school/service area the employee is redeployed from will normally meet the cost of any reasonable amount of training required during the trial period, which enables an employee to successfully meet the essential criteria for a post. The receiving school will be responsible for paying any associated costs of training that relates to the desirable criteria for a post.
33. At the end of the trial period the head teacher/manager and employee should hold a review to complete the trial period assessment form (see Appendix 4). This discussion should determine whether or not the trial period has been successful. If the trial period has been successful the employee should be confirmed into the post. If not, consideration should be given to further training or termination of the trial. Redeployees should bring their completed trial period self-assessment form to discuss at the review (see Appendix 5).
34. If a redeployee rejects the post within the trial period for an acceptable reason, or is considered unsuitable, they will remain on the register for the balance of their notice period. Appendix 6 must be completed by the nominated HR representative in all circumstances.
35. Redeployees who reject the opportunity to be considered for a suitable alternative post or reject a post during or at the end of the trial period without good reason, will be removed from the register and may lose any entitlement to a redundancy payment. If there are no other options available, formal notice of the termination of their employment will be issued, if this has not been actioned already.
36. Appendix 6 must be completed by the nominated HR representative in all circumstances. Whether or not a redeployment opportunity is considered a suitable alternative post and/or whether the rejection of a post by the redeployee during or at the end of the trial period is considered to be reasonable will be determined by the nominated HR representative, in consultation with the relevant head teacher/manager where appropriate. Where the redeployee is in disagreement with this judgement the matter will be referred to the relevant governing body committee for further consideration.
37. As a result redeployees who are issued with formal notice of the termination of their employment and/or lose any entitlement to a redundancy payment will have a right of appeal outlined in the procedure in accordance with the prevailing reason for dismissal.
38. A fixed-term post will not normally be considered suitable alternative employment where a suitable permanent alternative exists. A redeployee in these circumstances will not be

prevented from accepting a fixed-term post but will do so without salary protection, on the terms and conditions of the post.

39. Paragraphs 37 and 38 will not apply in circumstances where redeployment arises before an individual post has been identified as redundant, as part of the implementation of the model procedure for the redeployment/redundancy of staff in schools (reduction/reallocation).

## **SALARY PROTECTION**

### ***Teaching***

40. Should a teacher be redeployed into another teaching post that attracts a lower salary, mandatory safeguarding arrangements will apply in accordance the current School Teachers' Pay and Conditions Document (STPCD). Where no such safeguarding arrangements apply (such as redeployment into a non-teaching post), the teacher's basic salary will be protected in accordance with paragraph 45.

### ***Support staff***

41. Should an employee be redeployed into a post that attracts a lower basic salary, the employee's basic salary at the point of redeployment (the day before they are redeployed) will be protected in accordance with paragraph 45 and subject to the maximum protected amounts (pro-rata) outlined in Appendix 9. Salary protection payments are not subject to pension contributions.

*Note 4: Annual leave entitlements will be protected to the end of the current leave year with the entitlement of the new job applying thereafter.*

42. In circumstances where national pay awards are agreed after an employee has been redeployed but are backdated to a date prior to redeployment then the protected salary (personal salary) will be recalculated to reflect the new amount.
43. Employees redeployed into a post that attracts a lower basic salary will be appointed at the maximum point of the salary grade for the post except where they are being redeployed into a career graded post and they do not meet the progression criteria for the higher grade. In these circumstances the maximum point of the eligible grade will be used.
44. An eligible employee will receive salary protection limited to the difference between, the salary of their substantive post and the maximum point of the salary grade of the new post, or the maximum protected amount (pro-rata) outlined in Appendix 9, whichever is less.
45. The protected salary (personal salary) will be reduced to the actual post value over a two year period using the formula detailed below. Where, however, working time varies between the previous post and the new post then any protection will be based on the percentage of Full Time Equivalent (FTE) and not on salary.
- If the percentage of working time (FTE) is greater in the old job than the new job, the redeployee will have their old hourly rate protected but applied to the FTE of the new job.
  - If the FTE is less in the old job than the new job, the redeployee will receive their old hourly rate for the FTE of the old job and the remainder of FTE in the new job will be paid at the hourly rate for that job.

*Note 5: Full time equivalent (FTE) is a way of measuring an employee's working time. For example an employee contracted to work 37 hours, five days a week, 52 weeks a year will have an FTE of 1.00 (100%). Conversely an employee who works 37 hours a week but on a term time only basis (i.e. not during periods of school closure) will have a minimum FTE of 0.83 (83%).*

Months 1 - 12	Full protection, or the maximum amount (pro-rata) outlined in Appendix 9, whichever is less. (personal salary)
Months 13 - 18	Post value, plus 75% of the difference between post value and personal salary, or 75% of the protection payable during months 1-12, as appropriate. (cash value)
Months 19 - 24	Post value, plus 50% of the difference between post value and personal salary, or 50% of the protection payable during months 1-12, as appropriate. (cash value)
Month 25 onwards	Post value.

46. Employees redeployed into a promotional post (a post at a higher grade than their substantive post) will be appointed at the bottom of the grade. In circumstances where a reduction in the employee's FTE results in a lower personal salary, the employee will not be eligible for salary protection.
47. If an employee is redeployed into or obtains a higher graded post, whilst already in receipt of salary protection, the employee's combined basic salary plus protection (cash value) at the point of transfer and not the previously protected personal salary, will determine the starting salary within the grade of the new post.
48. In the unlikely event that an employee is further redeployed into a post that attracts a lower basic salary, whilst already in receipt of salary protection, the employee's combined basic salary plus protection (cash value) at the point of redeployment will be protected in accordance with paragraph 45 above.
49. Protection arrangements will terminate on either:
- The expiry of the protection period;
  - the post value permanently matching or exceeding the personal salary/cash value;
  - the employee choosing to apply for, and being appointed to a post where the grade is of lower or equal value (other than through the redeployment process); or
  - the employee leaving the employment of the school.
50. The salary protection principles outlined for support staff will also apply in circumstances where an organisational review or a regrading application results in the re-evaluation of an employee's current post to a lower grade.

## **COMPLAINTS**

51. Any complaints arising from the application of this procedure will be addressed (unless specified) in line with the school's Grievance procedure.

## **REVIEW**

52. This code of practice will be reviewed in three years time or sooner if changes in legislation or feedback necessitates.



## Redeployment Appendix 1 - Redeployee profile

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**Substantive/Seconded post:** (If applicable)

**Experience, skills and abilities** (Including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary/community work or in domestic activities.)

*If you find there is insufficient space provided, please attach extra sheets as necessary.*

**Education and training**

**Employment history**

# Redeployment Appendix 1 - Redeployee profile

**Additional information** (Please include any other information you feel is applicable to this profile.)

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**Alternative employment** (Provide details of alternatives in any of the following.)

<b>Hours:</b>	
<b>Grade:</b>	
<b>Location:</b>	
<b>Additional considerations:</b>	

*If you find there is insufficient space provided, please attach extra sheets as necessary.*

## Redeployment Appendix 1 - Redeployee profile

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### To be completed by HR

<b>Priority:</b>	
<b>Reason for redeployment:</b>	
<b>Duties to be avoided:</b>	
<b>Additional information:</b>	
<b>HR contact:</b>	
<b>Telephone:</b>	
<b>Date form received:</b>	
<b>Date added to register:</b>	

# Redeployment Appendix 2 - Application form

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When completing this form, you should use the information in the job description and employee specification to consider if you have the skills, knowledge and experience we are looking for. You should show how you currently use these and how you have used them in the past.

**Do not forget that skills can be transferable.** The tasks that you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, can demonstrate skills you have taken for granted. For example skills gained from domestic responsibilities, unpaid or voluntary work and organising social or community activities. These could be a clear sign of your ability to do a job.

**Post applied for:** \_\_\_\_\_

**Post number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Employee**

*If you find there is insufficient space provided, please attach extra sheets as necessary.*

# Redeployment Appendix 3 - Trial period training plan

Redeployee:

Start Date:

School:

Post:

Essential/desirable criteria not demonstrated at interview	Training identified	How and when training to be given	Timescale for tasks to be achieved	Review dates

Signature of head teacher/manager: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of redeployee: \_\_\_\_\_

Date: \_\_\_\_\_

# Redeployment Appendix 4 - Trial period assessment form

Redeployee:  Start date:  Review date:

School:  Post:

**Training received:**

  
  
  

<b>Undertaking duties of post</b>	Serious problems		Acceptable progress		Good progress		Exceptional progress	
<b>Quality of work</b>	Below required standard		Expected standard		Above standard		Exceptional standard	
<b>Output of work</b>	Below required standard		Expected standard		Above standard		Exceptional standard	
<b>Work knowledge</b>	Limited knowledge		Expected standard		Above standard		Exceptional standard	
<b>Relationship with colleagues</b>	Difficult to relate to		Usually satisfactory		Good team worker		Highly co-operative	
<b>Attendance</b>	Poor		Sometimes late/absent		Rarely late/absent		Excellent attendance	

**General comments:**

  
  
  
  

**Signature of head teacher/manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of redeployee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Redeployment  
Appendix 5 - Trial period self-assessment form**

**Name:**  **Start date:**

**School:**  **Post:**

1. Do you feel your skills have been easily transferred into this post? YES/NO
2. What have been your main achievements?

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3. Do you feel you have been provided with sufficient training to undertake the duties? YES/NO
4. Do you feel you have been provided with sufficient support? YES/NO
5. How would you describe your relationship with:

	Excellent	Very good	Good	Fair	Poor	Very poor
Colleagues						
Management						
Public (if appropriate)						

6. If your response to question 5 falls in the poor or very poor category, how do you feel that the situation could be improved?

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7. How would you describe your work performance/output?
- Very good  Good  Fair  Poor  Very poor

8. If your response to question 7 is poor or very poor, please state which areas you feel need improvement and how you think an improvement may be achieved.

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9. How would you describe your timekeeping/attendance?

Very good  Good  Fair  Poor  Very poor

10. Any other comments you wish to make regarding the trial period?

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## Redeployment Appendix 6 - Contact log

<b>Name:</b>	
<b>Post title:</b>	
<b>School:</b>	
<b>Priority :</b>	
<b>Reason for redeployment:</b>	
<b>Action taken (including any posts offered and training provided):</b>	<b>Date:</b>

## Redeployment Appendix 7 - Non appointment form

This form should be completed where a recruiting head teacher/manager rejects a redeployee. Please note that it will be made available to the redeployee on request and may be used as part of an appeal/tribunal against dismissal. It is therefore essential that the explanation box is completed as fully as possible and the decision is discussed fully with the nominated HR representative prior to continuing with the recruitment process.

<b>Name of redeployee:</b>	
<b>Post title:</b>	
<b>School:</b>	
<b>Recruiting head teacher/manager:</b>	

**Not considered for:**  
(indicate as appropriate)

Interview

Trial period

**Reason not considered (please indicate all that apply)**

Relevant experience

Relevant education, training or qualifications

Relevant skills or knowledge

Personal qualities

Working arrangements   
e.g. desired hours of work, working days/hours incompatible with service need

**Explanation of reason/s not appointable**

If you have indicated that the redeployee is not appointable, you must explain what was lacking with reference to the employee specification and why it was not thought possible for the redeployee to meet the criteria with a reasonable amount of training, development and support.

*If you find there is insufficient space provided, please attach extra sheets as necessary.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Redeployment Appendix 8 - Protection Calculator

Name

Payroll number

**Old post** (post number)

Grade  Scp.   
(to 2 decimal places) (round to 2 decimal places)

**(a)** FT salary  + **(b)** FTE protection\*  = **(c)**   
(\*Current annual protection amount / existing FTE )

Hours  / 37 x TTO factor  /   
(Annual leave entitlement - Protected to the end of the current leave year)

**(d)** FTE  x **(c)** old FT salary + FTE protection = **(e)** personal salary   
(round to 4 decimal places) (round to 2 decimal places)

**New post** (post number)

Grade  Scp.

**(f)** FT salary

Hours  / 37 x TTO factor  /   
(Annual leave entitlement - Protected to the end of the current leave year)

**(g)** FTE  x **(f)** new FT salary = **(h)** post salary   
(round to 4 decimal places) (round to 2 decimal places)

**FTE difference** (only calculate where the FTE is less in the old job than the new job.)

**(g)** new FTE  - **(d)** old FTE  = **(i)** FTE difference   
(round to 4 decimal places) (round to 4 decimal places) (round to 4 decimal places)

## Protection

<u>FTE same</u>	<u>(1) FTE greater in old job</u>	<u>(2) FTE less in old job</u>
<b>(e)</b> personal salary <input type="text"/> -	<b>(g)</b> new FTE <input type="text"/> x	<b>(d)</b> old FTE <input type="text"/> x
<b>(h)</b> post salary <input type="text"/> =	<b>(c)</b> <input type="text"/> =	<b>(c)</b> <input type="text"/> =
<b>protection**</b> <input type="text"/> (**pay lesser figure) (round to 2 decimal places)	<b>W</b> <input type="text"/> =	<b>Y</b> <input type="text"/> =
	<b>(h)</b> post salary <input type="text"/> =	<b>(i)</b> FTE difference <input type="text"/> x
	<b>protection**</b> <input type="text"/> (**pay lesser figure) (round to 2 decimal places)	<b>(f)</b> new FT salary <input type="text"/> =
		<b>Z</b> <input type="text"/> =
		<b>Y + Z</b> = <input type="text"/> =
		<b>(h)</b> post salary <input type="text"/> =
		<b>protection**</b> <input type="text"/> (**pay lesser figure) (round to 2 decimal places)

The start date and end date should define the first year of full protection, unless annual leave entitlement is being protected until the end of the current leave year, because a TTO factor applies.

Start date:

End date:

**maximum protected amount**  x **(d) \*\*\*** or **(g)**  =   
(located on Appendix 10 - scp. in old post) (round to 4 decimal places) (\*\*pay lesser figure)

\*\*\* (1) If the percentage of working time (FTE) is greater in the old job than the new job, the redeployee will have their old hourly rate protected but applied to the FTE of the new job. Use (g) in the maximum protection calculation.

(2) If the FTE is less in the old job than the new job, the redeployee will receive their old hourly rate for the FTE of the old job and the remainder of FTE in the new job will be paid at the hourly rate for that job. Use (d) in the maximum protection calculation.

Signed:  Print:  Date:

Checked:  Print:  Date:

## Redeployment Appendix 9 – Maximum protection

Grade	Point	2018	**Maximum protected amount (FTE 1.00)	Basic salary less maximum protection	Grade individual can be redeployed to without salary reduction
1	6	£16,394	N/A	N/A	N/A
2	7	£16,495	£4,949	£11,547	1
3	8	£16,626	£4,988	£11,638	1
	9	£16,755	£5,027	£11,729	1
	10	£16,863	£5,059	£11,804	1
4	11	£17,007	£5,102	£11,905	1
	12	£17,173	£5,152	£12,021	1
	13	£17,391	£5,217	£12,174	1
	14	£17,681	£5,304	£12,377	1
5	15	£17,972	£5,392	£12,580	1
	16	£18,319	£5,496	£12,823	1
	17	£18,672	£5,602	£13,070	1
	18	£18,870	£5,661	£13,209	1
	19	£19,446	£5,834	£13,612	1
6	20	£19,819	£5,946	£13,873	1
	21	£20,541	£6,162	£14,379	1
	22	£21,074	£6,322	£14,752	1
	23	£21,693	£6,508	£15,185	1
	24	£22,401	£6,720	£15,681	1
	25	£23,111	£6,933	£16,178	1
7	26	£23,866	£7,160	£16,706	3
	27	£24,657	£7,397	£17,260	4
	28	£25,463	£7,639	£17,824	5*
	29	£26,470	£7,941	£18,529	5
	30	£27,358	£8,208	£19,151	5
	31	£28,221	£8,466	£19,755	6*
8	32	£29,055	£8,716	£20,338	6
	33	£29,909	£8,973	£20,937	6
	34	£30,756	£9,227	£21,529	6
	35	£31,401	£9,420	£21,980	6
	36	£32,233	£9,559	£22,674	6
9	37	£33,136	£9,559	£23,577	7*
	38	£34,106	£9,559	£24,547	7
	39	£35,229	£9,559	£25,670	7
	40	£36,153	£9,559	£26,594	7
	41	£37,107	£9,559	£27,548	7
10	42	£38,052	£9,559	£28,493	8*
	43	£39,002	£9,559	£29,443	8
	44	£39,961	£9,559	£30,402	8
	45	£40,858	£9,559	£31,299	8
11	46	£41,846	£9,559	£32,287	9*
	47	£42,806	£9,559	£33,247	9
	48	£43,757	£9,559	£34,198	9
	49	£44,697	£9,559	£35,138	9
12	50	£46,908	£9,559	£37,349	10*
	51	£48,079	£9,559	£38,520	10
	52	£49,250	£9,559	£39,691	10
	53	£50,410	£9,559	£40,851	10
	54	£51,581	£9,559	£42,022	11

\*Corresponding basic salary less maximum protection exists between grade boundaries.

\*\*Maximum protected amount of 30% of salary or cash capping of £9,559.

Salaries not on the NJC pay structures above will be subject to an equivalent maximum protected amount, unless mandatory safeguarding arrangements apply in accordance with the School Teachers' Pay and Conditions Document.