

## **ILL HEALTH REDEPLOYMENT POLICY**

This document outlines Hertfordshire County Councils approach to ill health redeployment situations and the principles by which we will operate when providing support to our employees who need to seek alternative work.

Hertfordshire County Council is committed to the delivery and maintenance of high quality services to the public.

We recognise that some employees develop an ill health or medical condition which means they are unable to remain in their current post. It is in the interest of the County Council to retain these employees who have valuable skills and experience by redeploying them to a vacancy which better suits their needs and simultaneously avoids the disruption caused to service provision by vacancies.

### **Scope**

The redeployment process applies to all employees with Hertfordshire County Council contracts of employment with the exception of uniformed Fire and Rescue personnel and Teachers employed directly by the Governing Body.

### **Ill Health Redeployment Principles**

- ⑥ Redeployment must always be considered as an alternative to dismissal. We have a collective duty across all County Council departments to facilitate and reciprocate redeployment of our employees.
- ⑥ Employees should not be placed on the redeployment register until the department has thoroughly explored all options to retain them within their current role i.e. adjustments and taking medical advice. See the Health and Attendance policy (LINK), and the Guide Recruiting and Retaining Employees with Disabilities (LINK).
- ⑥ Employees should be offered the opportunity to go onto the redeployment register as soon as all the options have been explored and a capability review hearing has been scheduled in accordance with the Health and Attendance Policy. This is in order to maximise the length of time on the redeployment register.
- ⑥ Redeployees should be given preferential treatment to HCC vacancies and must not be compared at the selection stage with other candidates (except other redeployees).
- ⑥ An appointment **MUST** take place when the redeployee demonstrates an ability to meet the minimum requirements\_of the post.

- ® Appropriate training will be offered by the employing department. The redeployee will be entitled to a 'training dowry' for this purpose, funded by their home department.
- ® Salary protection will be considered for employees who accept redeployment to a post within two grades of their current role.
- ® Employees will remain on the redeployment register until the expiry of their notice period.
- ® Redeployment will be dealt with in accordance with the County Council Equal Opportunities policy 'Putting People First'.
- ® Redeployment will be conducted in accordance with the requirements of the Data Protection and Access to Medical Records Acts.

### **Monitoring**

Redeployment activity will be monitored to ensure that its operation does not unfairly discriminate in relation to race, gender, disability and/or age. Implementation of this policy will be regularly reviewed to identify improvements. Such reviews will take into account the views of employees and trade unions.

Handling Ill Health Redeployment – a Managers Guide provides detailed advice on the procedure and can be accessed on Connect or via your HR department.

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