

REDEPLOYMENT ARRANGEMENTS FOR IOT ACADEMIC STAFF

General Principles

1. The scheme will be implemented in a transparent, consultative manner.
2. The scheme is based on the concept of flexibility, particularly movement of staff from restructured/ lower demand areas to areas of greater need.
3. The scheme will apply to all permanent/ CID staff in lecturing grades, i.e. staff at the grades of College Teacher, Lecturer Scale I, Lecturer Scale II, Assistant Lecturer/Lecturer, Senior Lecturer I (Teaching), Senior Lecturer II and Senior Lecturer III.
4. In the first instance, staff who are surplus will be absorbed by means of re-assignment within the Institute. Re-assignment is defined as the transfer of the staff member to another post, academic or otherwise, within their own Institute, whether at their current work location or a different location and may include temporary re-assignment where appropriate. Re-assignment shall be utilised before there is recourse to redeployment, except in circumstances where a staff member by agreement with all parties opts for redeployment to another institute. Where appropriate or necessary, re-training will be provided to facilitate staff being re-assigned to other areas within the Institute.
5. Where re-assignment options have been exhausted, redeployment will occur in the following sequence:
 - i. to another institute
 - ii. to another education sector employer, including universities
 - iii. to another public service employer
6. Redeployment is defined as the transfer of the staff member to a post, academic or otherwise, with a different employer.
7. Individuals may volunteer to be re-assigned or to be redeployed, whether at the same grade or to a lower grade. Voluntary redeployment will be effected in accordance with the protocol at Appendix 1.
8. If staff are reassigned or redeployed to different grades they will retain their basic pay and pension terms (other than where staff move to lower grades on a voluntary basis).
9. The scheme is subject to the requirements of the Employment Control Framework.

Appointment of Redeployment Director

10. Following consultation with the parties, the Minister will appoint Directors/ Assistant Directors (as appropriate) of the Redeployment Scheme who will be charged with implementing the scheme in accordance with the terms of this agreement and having regard to practical implementation issues. DIT, IOTI and TUI may each appoint an advisor to the Directors/ Assistant Directors. These advisors will be available to the Redeployment Directors/ Assistant Directors for consultation purposes at their discretion and will assist in the identification of issues of a practical or logistical nature.

Notification of vacancies

11. All institutes must notify all applicable vacancies to the Director of the Redeployment Scheme. It shall be a condition of the subsequent filling of such a vacancy that it was notified to the Redeployment Director as soon as it arises and as part of this process. No appointment shall be made without the express written authority of the Redeployment Director.
12. The applicable vacancies for the purposes of the Redeployment Scheme are all permanent and temporary vacancies in whole or part posts, limited to grades described in paragraph three, save where such posts cannot be deemed a vacancy by operation of law. In such event, the Institute should nonetheless notify the Redeployment Director of the vacancy and stipulate the legal impediment to its being filled from the redeployment panel. In the operation of the scheme, the Redeployment Director will have regard to the practicalities of filling short term vacancies by redeployment in an efficient and timely manner which does not impact on the effective operation of the Institute.
13. In the case of each post or part of a post coming within the scope of the Redeployment Scheme, the Institute will identify the reason for the proposed appointment and indicate its subject/programme preferences for the filling of the post. The Redeployment Director may require an institute to disclose any further information he/she considers necessary for the effective operation of the scheme.

Identification of Surplus Lecturing Staff

14. In the context of the redeployment arrangements for academic staff outlined in this document, a surplus situation arises where an Institute has an excess of staff over its annual employment ceiling as notified under the Employment Control Framework (ECF). This may come about, for example, due to courses or programmes being discontinued or scaled down. The surplus is the difference between the annual employment ceiling and the projected employment numbers on the 31st December following the start of the academic year. As early as possible in the calendar year Institutes will calculate projected academic staff numbers, taking into account factors that affect staffing levels, e.g. departures and replacements necessitated by expected enrolments and the likely demand for courses. Following these calculations, each Institute will declare its projected level of surplus (if any) on the 31st December following the start of the academic year, having regard to its ECF ceiling. The Redeployment Director will have regard to any inequities arising in arriving at a view as to the required level of redeployment.
15. Where possible surplus lecturing staff should, in the first instance, be absorbed through re-assignment within the Institute before redeployment to another employer applies, for example where a surplus of staff has been identified due to courses/ programmes being discontinued or scaled down.
16. Where a surplus remains after the internal re-assignment process has been completed, management will identify such surplus staff for a redeployment panel.
17. Staff may also volunteer for re-assignment and/or redeployment – such applications will be dealt with in accordance with the protocol at Appendix 1.
18. An institute in a surplus situation is obliged to make a return to the Director of the Redeployment Scheme, identifying the staff member(s) to be redeployed. The method for determining the staff to be redeployed will be as follows:
 - I. In the first instance the Institute will ascertain if there is a member of its existing staff who wishes to be considered for redeployment on a voluntary basis. An expression of

such interest in voluntary redeployment will specify the geographic area to which the staff member in question wishes to be redeployed. The Institute for its part must also indicate its capacity to release the staff member in question without replacement and consent to the application.

- II. Where an institute identifies a staff member for voluntary redeployment it will, in addition, follow the procedures set out in paragraph 19 below and identify a staff member for compulsory redeployment. In the event that it does not prove possible to redeploy the staff member who is the subject of the voluntary application, then the Redeployment Director will proceed to redeploy the staff member nominated on foot of the procedures set out in paragraph 19 below.
19. Where an Institute has a surplus, as defined in this document, the first step is to determine the proportion of the surplus which relates to academic grades as listed in paragraph three. As a general principle voluntary redeployment should be used in the first instance if appropriate. An institute in a surplus situation will apply the following procedure to identify the staff member who shall be nominated to the Redeployment Director for redeployment:
 - I. Where courses/ programmes are being discontinued or scaled down in either a School or Department within the Institute and the Institute is in excess of its ECF ceiling, staff associated with that subject/ discipline in those courses/ programmes may be deemed surplus. Where only some staff are deemed surplus, the staff liable for re-assignment or redeployment (as appropriate under the provisions of the scheme) will be identified based on the qualifications and skills requirements of the Institute.
 - II. In the first instance the Institute will consider the position of the most junior member of staff and form a view as to whether the Institute could cope with the loss of that individual from within its existing approved resources. If the conclusion is in the affirmative, then that individual will be nominated to the Redeployment Director for the purposes of redeployment.
 - III. In the event that the Institute concludes that it is not possible to cope without the most junior member of staff then it will review the position of the second most junior individual in a like manner to that set out above. It will then move on to review the position of each individual in reverse order of seniority until such time as it reaches a nominee whose redeployment can be coped with from within existing resources.
 - IV. The individual nominated for redeployment will be provided with a statement by the Institute setting out the basis for its decision and why, given the business needs of the Institute, that person was nominated rather than those more junior.
20. Where an institute is in a surplus situation it is obliged, in all circumstances, to provide a nomination (or nominations if warranted by the level of surplus) to the Redeployment Director.
21. The procedure set out above must be followed until such time as the surplus position of the institute is eliminated.

Appeal

22. In submitting details of the nominee for redeployment to the Redeployment Director it will be open to the staff member so nominated to set out, in a form to be provided, details of where he/she considers that the process and procedures set out in this agreement were not complied with. The Redeployment Director will consider these concerns and satisfy himself/herself that the process and procedures were followed in a correct and fair manner.

Redeployment Process

23. The Redeployment Director will draw up a panel of staff members to be redeployed.
24. In all cases the Redeployment Director may assign an individual to a lecturing post in another institute within a maximum radius of 45km of the current institute or where the individual so requests from his/her place of residence. In the event that an individual falls to be redeployed for a second or subsequent time, s/he will be given the option of choosing either his/her current institute, previous institute(s) or place of residence for the purposes of the operation of the scheme.
25. The Redeployment Director will, to the greatest extent possible, seek to match a surplus member of staff to a vacancy having regard to the course needs of the institute and that surplus individual's qualifications and previous experience.
26. Having due regard to the sequencing arrangements and other factors outlined in this document, where the Redeployment Director cannot readily match an individual to a post, he/she may, at his/her absolute discretion, assign the individual to that institute whose requirements, in the opinion of the Redeployment Director, most closely match the individual's qualifications and lecturing experience.
27. Where the Redeployment Director cannot exactly match a staff member to a lecturing post in another institute, (s)he can redeploy the staff member to a non-lecturing post on the basis of the best available fit. In all such cases the staff member will retain his/her basic pay and pension terms and will transfer their reckonable service.
28. If no suitable post exists in another institute the Redeployment Director will work with the Public Appointments Service (PAS) to try to redeploy the surplus staff member to another employer in the education sector within 45km of the current Institute or the staff member's home.
29. If no suitable vacancy exists in the education sector the Redeployment Director will work with the Public Appointments Service (PAS) to try to redeploy the surplus staff member to another employer in the public service within 45km of the current institute or the staff member's home.
30. The 45km limit can be exceeded upon request of the individual staff member or following consultation with the staff member and their union.
31. The Redeployment Director/ PAS will have regard to the qualifications held by the individual when making assignments. In this context, it should be noted that the Redeployment Director/ PAS can require staff to move to a post at a different grade or in a different discipline. In all such cases the staff member will retain his/her basic pay and pension terms.
32. The assignments made by the Redeployment Director and the Public Appointments Service as appropriate will be binding on all parties and the individual will become a member of the staff of the receiving institution and an employee of the institution and will be governed by the terms and conditions applicable to that institution.

Spouse and Children's Pension Schemes

33. Staff who are redeployed will carry their membership or non-membership of the spouse and children's pension scheme to their new employment as applicable.

Seniority and Worksharing Schemes

- 34. Staff redeployed in accordance with these arrangements will retain their existing seniority.
- 35. Retention of worksharing will depend on the arrangements applying in the new employment.

Miscellaneous

- 36. It will be an objective of the operation of this scheme that it will be operated pragmatically having regard to practical implementation and logistical issues. It will be a further objective of this scheme that in any given year it will be finalised by 31 May so as to facilitate the filling of vacancies. This aspect will be reviewed for future years with a view to achieving improved timelines.

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APPENDIX 1

Voluntary redeployment

1. Where a surplus of staff has been identified due to courses/ programmes being discontinued or scaled down, staff associated with those courses/ programmes may volunteer for re-assignment and/ or redeployment, whether at the same grade or to a lower grade.
2. Institutes may refuse a volunteer's application to be re-assigned or redeployed based on the qualifications and skills requirements of the Institute.
3. Where there are multiple volunteers or volunteers in excess of the number required, applications will be considered on the basis of seniority.
4. Where a staff member volunteers to be re-assigned or redeployed to a lower grade, (s)he will receive the pay and terms and conditions associated with the lower grade.
5. Where a staff member volunteers to be re-assigned or redeployed at the same grade and is subsequently re-assigned or redeployed to a lower grade, (s)he will retain their basic pay and pension terms.