



Notification of Redundancy Form To Be Completed By Line Manager

1. EMPLOYEE'S DETAILS			
First name (print):		Surname:	
Employee ID		Post Title	
Date Post Becomes Redundant			
School/Unit			
Name of Line Manager:			

BUSINESS CASE & SELECTION FOR REDUNDANCY
What is the business case /rationale for considering potential redundancy?
Why is this specific post being made redundant?
Explain how the individual was selected for redundancy i.e. if other employees are continuing in employment?

Who made the decision to make the post redundant?

When was the decision made?

ALTERNATIVE EMPLOYMENT

Are other suitable positions available in the Unit or are likely to become available?

SUPPORT

Have you notified the staff member of the cessation of the position and explained redundancy process?

Have you asked them to provide a CV to enable the search for suitable vacancies?

SIGNATURES

Line Manager :

Date:

Reviewed by HR Manager: Name :

Date:

Redundancy Form: Guidance Notes

The completion of the form is necessary to ensure the University's compliance with the Redundancy Payments Act, Unfair Dismissal Act and Fixed Term Workers Legislation.

Redundancy legislation applies to the expiration of a fixed term contract where the staff member has 104 weeks plus continuous service. A genuine redundancy situation occurs when a post no longer exists and will not be directly replaced by another individual. This Redundancy Form is required to lay out the clear rationale outlining the fair grounds for redundancy.

Under the Redundancy Payments Acts, there are five grounds to justify any redundancy;

1. Closure of the employers business, or its cessation in a particular location
2. The disappearance of the employee's job specifically
3. A reduction in the numbers of the workforce overall
4. The replacement of the employee by someone who can also do the work in a manner "for which the employee is not sufficiently qualified"
5. The replacement of the employee by someone who can also do other work for which the employee is not sufficiently qualified/trained.

The key to ensuring that a genuine redundancy situation exists is that the role is no longer viable in line with the reasons above and that the role will not be replaced in its entirety by another employee.

In light of the five grounds for a genuine redundancy outlined above, the following can be included in the rationale for considering for redundancy:

- the non-continuation of a course or project or its cessation in a particular location
- the reduced requirement for a number of positions within a School or Unit;
- continuation with fewer staff taking on the workload;
- the need to restructure* to ensure more advantageous position (including the development of a role which includes new and more qualifications due to the restructure); or
- where you can justifiably subsume part of an employee's role to improve efficiency.

The reason for the cessation of the contract should be stated even where it is the same as the original reason for the fixed term contract. This is often the disappearance of the employee's job specifically if a piece of work is complete or the school no longer has the need to continue the work.

Example of a reason for Redundancy following a fixed term contract;

Reason for Fixed Term Contract: To complete testing of H2O on concrete as part of Sustainable Concrete Project over a 2 year period at which point the project will be complete

Reason for Redundancy: This person was hired to carry out testing of H2O on concrete as part of the Sustainable Concrete Project over a 2 year period. This task and project are now complete and therefore work on which this person was employed has ceased. Hence the post has become redundant.

**In the case of restructuring, please include a copy of the restructure plan and new structure chart*