

REDUNDANCY POLICY

1. Preamble

1. It is the policy of Tools for Self Reliance, by careful forward planning, to ensure as far as possible security of employment for its employees. However it is recognised that circumstances may arise which make it necessary to reduce staff levels. Where compulsory redundancy is inevitable TFSR will handle the redundancy in the most fair, consistent and sympathetic manner possible and minimise as far as possible any hardship that may be suffered by the employees concerned.

2. Consultation

1. It is vitally important that all available information is given to every member of staff likely to be affected by redundancy at the earliest possible opportunity. The forum for this will be through full staff meetings and circulated documents as well as individual meetings, if appropriate.
2. Employers who recognise independent trade unions have a statutory duty to consult them at the earliest opportunity once redundancies are proposed. This duty applies even when only one employee is made redundant and even when the employees to be made redundant have volunteered, irrespective of whether or not they are members of the recognised trade union. This consultation should begin as soon as there is a possibility of redundancy. The consultation process will take into consideration any proposals put forward to avoid redundancies and any possibilities to re-deploy some or all of the members of staff whose posts are under threat of redundancy.
3. There is a statutory duty to disclose in writing to recognised trade unions the following information:
 - the reason for redundancy
 - the employee/s it is proposed to dismiss as redundant
 - the total number of employees of any such description employed by TFSR
 - the way in which employees will be selected
 - how the dismissals are to be carried out
4. Employers have a statutory duty to notify the Department of Employment if they intend to make 10 or more people redundant.
5. Written consultation with relevant staff must take place before the issuing of any individual notices of dismissal or the accepting of any voluntary redundancy.
6. On completion of consultations any member of staff to be made redundant should be informed verbally by the Chief Executive immediately. Notice in writing of that redundancy should be given as soon as possible or within five working days by the Chairperson of the ESC. Written notice will be given to any staff member made redundant in line with the employment contract. If notice can't be given then the employee will receive pay in lieu.

3. Measures to Avoid and Minimise Redundancy

Updated Jan 04

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1. No additional recruitment (i.e. no new paid posts to be created).
2. A ban on all replacement recruitment in the event of an existing member of staff leaving. This ban to be at the discretion of the Trustees to waive if it is considered that a replacement member of staff is essential.
3. A call for voluntary redundancy to be made.
4. The freezing of spinal points re salaries.
5. Reduction of hours.
6. Restructuring.
7. The time scale for this process is at the discretion of the full board of Trustees.

4. Selection Criteria

1. In the event of TFSR having to cease operations redundancy notices will be issued to all staff.
2. If the requirement is for a reduction in the number of employees then the decisions about the posts retained will be based on the principle of retaining those posts required to continue TFSR in its core activities. This decision will be made by the board of Trustees, after full discussion with and involvement of staff. It will be informed by the criteria below:
 - the skills, experience and aptitude of the employee
 - the standard of work performance
 - the attendance and/or disciplinary record of the employee
 - voluntary redundancy/early retirement

5 Assistance with job seeking

1. Employees who are under notice of redundancy will be given reasonable paid time off to look for alternative employment or to arrange training.

6. Severance payments

1. In order to qualify for redundancy payment the worker must be an employee who must have at least two years continuous service. Service before the age of 18 does not count.
2. For each complete year of service, up to a maximum of 20, employees are entitled to:
 - for each year of service at age 18 or over but under 22 - half a week's pay
 - for each year of service at age 22 but under 41 - one week's pay
 - for each year of service at age 41 or over but under 65 - one and a half weeks' pay.

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3. Staff may take any outstanding leave prior to their date of termination or receive payment in lieu thereof according to operational needs. (leave is pro rata to the date of termination)

7. Appeals and hardships

1. Any appeals to deal with complaints from employees who feel that selection criteria have been unfairly applied in their case will be dealt with through the standard grievance procedure.

8. Review and Termination

1. The redundancy policy will be reviewed every two years. any alteration or amendments will only be implemented after full written consultation with the staff.