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**Alternative Employment Programme**

Checklist for Line Managers

**Stage 1: Identify whether your staff could be eligible to join the Alternative Employment Programme**

|  |  |
| --- | --- |
| What | Complete |
| Review **AEP guidance** and determine whether any of your staff meet the criteria for redeployment |  |

**Stage 2: Meet with your member of staff**

|  |  |
| --- | --- |
| What | Complete |
| Discuss the redeployment process  |  |
| Complete the AEP Manager Authorisation Form |  |

**Stage 3: Submit documents via the Recruitment Portal**

|  |  |
| --- | --- |
| What | Complete |
| Submit the AEP Manager Authorisation Form and send it to the Resourcing team via the recruitment portal  |  |

**Stage 4: Meet with your member of staff identified as requiring redeployment**

|  |  |
| --- | --- |
| What | Complete |
| Put time into your staff member’s diary to meet with them every 2 weeks. |  |
| At these meetings, you should discuss:* The redeployment process
* Review the information on the redeployment form
* Alert them to possible vacancies for which they may be interested in applying
* Complete the **AEP one-to-one document** which includes an agenda of all of the points to be discussed at the review
 |  |
| Provide guidance and mentorship to employees during the application and trial discussion process and offer any insights into the role and department. |  |

**Stage 5: Submit ongoing documentation via the Recruitment Portal**

|  |  |
| --- | --- |
| What | Complete |
| After each bi-weekly meeting with your affected employee, you must submit the completed AEP one-to-one document to the Resourcing team via the ticket you raised on the recruitment portal. |  |

**If Your Staff Member enters a trial period for another job and successfully secures the role**

**Stage 6: Agree the trial period start with the Recruiting Manager**

|  |  |
| --- | --- |
| What | Complete |
| Agree a start date for your employee’s trial period with their Recruiting Manager |  |

**Stage 7: Start the recruitment process to backfill**

|  |  |
| --- | --- |
| What | Complete |
| Review the recruitment process and guidance |  |
| Complete an HR01 form to backfill the role (unless reasons of redundancy) |  |
| Send completed form to your Assistant Director (AD) or above if higher to authorise |  |
| Raise a ticket for the Resourcing Team to advertise a new vacancy via the recruitment portal |  |

**If Your Staff Member enters a trial period for another job and is unsuccessful in securing the role**

**Stage 6: Agree the trial period start with the Recruiting Manager**

|  |  |
| --- | --- |
| What | Complete |
| Agree a start date for your employee’s trial period with their Recruiting Manager |  |

**Stage 7: Support your staff member to secure another role ahead of the end of their notice period**

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| --- | --- |
| What | Complete |
| Meet with the affected employee every 2 weeks until the end of their notice period. |  |
| At these meetings, you should discuss:* The ongoing redeployment process
* Review the information on the redeployment form
* Alert them to possible vacancies for which they may be interested in applying
* Highlight their remaining notice period
 |  |

**Stage 8: Support your staff member to end of their notice period**

|  |  |
| --- | --- |
| What | Complete |
| Process the relevant leaver documentation for the employee via the HR Admin team |  |
| Conduct an exit interview |  |