

Process to Return Re-tasked Employees to Substantive Role

As we begin to move back in to recovery, the essential [18 services](#) remain critical to maintain. It is important that we carefully manage the transition to return re-tasked employees to their substantive roles to avoid negative impacts on the 18 essential services.

Managers who want to return a re-tasked employee to support their normal activities should ensure that they follow this process.

Note: If the Head of Service decides to change the status of the employee from non-essential to essential without following the process to Return Re-tasked Employees to their substantive role, when they submit their weekly return to HR, they will be contacted by HR to discuss 1(a)-(d) below, and confirm that they have not discussed any change in status with the employee until notified of an outcome to their request. ***This will be inserted into the email issued weekly to Heads of Service with a link to this process when finalised.***

Process

1. Manager requests for their employee to return to their substantive role by contacting HR. This can be done either by telephoning HR on 01738 475555 or by submitting an email to HR@pkc.gov.uk headed **Request to Return a Re-tasked Employee**. When contacting HR about this, the manager should be prepared to provide information about :
 - a. what work activity the employee is required to return to
 - b. set out what alternatives have been considered to deliver the work activity
 - c. the operational impact of the employee not returning to their substantive role on their area of work
 - d. a date/timescale in which they would wish the employee to return within. (this must be reasonable and give some level of notice to the re-tasked manager)
2. There should be **no** discussion with the Re-tasked employee about this request at this time, discussions should only be undertaken with the employee once approval to return has been given and notification sent from HR to the line manager.
3. HR will notify the interim manager that a request has been submitted to return the employee within the suggested timescale.
4. Both managers will then be invited to discuss the request with a view to agreeing an approach to return. The interim manager will take a risk based approach, considering the operational impact of returning the re-tasked employee and set out a timescale in which this can be achieved minimising disruption to essential service delivery. See Note **
5. If the return of the employee can be accommodated, HR will update their records to change the status of the employee.
6. The substantive manager can then contact the employee to advise of their return to their substantive role and the date that this will occur.

****If at point 4, the interim manager is unable to agree to a return timescale with the substantive manager due to the impact on service delivery, HR will initiate the following process:**

5. (a) HR will submit the initial request from the manager at (1); the response from the interim manager at (4) to the **Returning Re-tasked Panel** (Jacquie Pepper, Clare Mailer, Keith McNamara and Euan Sturgeon/Pauline Johnstone in HR) for a decision. This group will meet virtually as required and at least once per week to consider requests.

This group will review both requests to consider:

1. the nature of the substantive role as detailed in the submission
2. the nature of the re-tasked role as detailed in the response
3. An outcome that will determine the balance of operational impact on both roles and consider this in the context of the priority of business needs overall.

HR will notify the outcome of the Panel to enable both the manager and interim manager to be made aware of the final decision. If the Panel determines that the employee should remain in the re-tasked post advice and support will be provided by HR to assist the substantive manager in considering alternative means by which to meet their business needs.

The decision of the panel is final and there is no right of appeal.

If the employee is being returned, the manager will follow (6) above (contact the employee to advise of their return to their substantive role and the date that this will occur).

If the employee is to remain in the re-tasked role there should be no communication with the employee about the request or decision.

If the employee is not returned and the substantive manager's business needs change then the substantive manager can initiate the process at (1) above setting out the change in circumstances.

13.5.20