

### What is redundancy?

Redundancy is not the same as getting the sack. Getting the sack means a person loses their job. Redundancy means the job itself disappears and this may happen because:

- The business is moving or closing down
- The position you were employed for no longer exists
- The business is cost cutting resulting in staff numbers being reduced
- Advances such as technology have made your job unnecessary

### Correct Redundancy Procedure. What your employer should do ...

- Select you fairly for redundancy
- Consult you about the redundancy
- Consider various alternatives to making you redundant
- Award you the pay you are due and provide the correct amount of notice

### What are fair reasons for employers to use when selecting staff for redundancies?

- The last person should be the first person to be made redundant
- Disciplinary records
- Staff performance markings, skills, qualifications and experience

If you feel that your employer has unfairly selected you for redundancy you should appeal against the decision. Make your appeal in writing, outlining what you would like your employer to do to correct the situation. The way in which you were selected will affect whether your redundancy is considered fair at an Employment Tribunal if unresolved.

Unfair reasons for being selected for redundancy include:

- Having taken part in lawful industrial action lasting 12 weeks or less
- Your membership or non-membership to a trade union
- Exercising your statutory rights
- Whistle blowing
- Taking part in Jury Service
- Pregnancy/maternity leave

## Redundancy Pay

You have the right to receive redundancy payment if you are an employee aged between 18 and 65 and have worked continuously for at least two years. How much you are paid for redundancy will be based on your age, how long you have been continuously employed and your weekly salary.

A redundancy payment is NOT due to you if business needs increase and your employer offers to keep you employed, or offers you suitable alternative employment which you decline without good reason. Furthermore, if you leave your job for a new one before the end of your notice period, your payment may also be affected.

## Time off for job hunting

If you have been continuously employed for two years by the date of your notice period expires, you're allowed a reasonable amount of time off during your notice period to look for another job and arrange training. For example, one or two interviews a week without excessive traveling time is likely to be deemed as reasonable time off by employers but should still be negotiated.

## Starting a new job before your notice period has expired

If you are offered a new job at a new firm before your notice period has expired then try to negotiate an early release with your employer without losing your redundancy pay. If you leave early without your employer's permission you will be running the risk of losing some or all of your redundancy pay.

## Problems and further information

- If you are a member of a trade union, contact them for advice in the first instance
- Contact your local Citizens Advice Bureau
- Contact ACAS (The Advisory, Conciliation, and Arbitration Service) who offer free, confidential, impartial advice on employment rights issues. 08457 474747
- For problems calculating redundancy pay contact the Redundancies Payment Helpline on 0845 1450 00

## Useful websites:

[www.redundancyhelp.co.uk](http://www.redundancyhelp.co.uk)  
[www.worksmart.org.uk](http://www.worksmart.org.uk)

[www.directgov.co.uk](http://www.directgov.co.uk)  
[www.tuc.org.uk](http://www.tuc.org.uk)

**BEST Training & NextStep provides information and advice on work and learning to adults 20+ across Bournemouth, Dorset and Poole.**

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