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## **Movement of Staff Between Sites or Between Faculties/Directorates Based on a Single Site other than in cases of Restructuring**

### **1. Moves Between Faculties/Directorates on a Single Site**

1. The University will, whenever possible, seek to avoid moving staff between Faculties/Directorates unless there are sound reasons based on work needs or agreed programmes of staff development.
2. Whenever it is proposed that a member of staff should transfer to another Faculty or Directorate the reasons will be explained and discussed with the employee concerned with a view to securing their understanding of, and agreement to the move.
3. Whenever possible the discussions and implementation of moves will be within a reasonable timescale to allow completion or handing over of existing projects and commitments and/or preparation and briefings for the new duties. Special consideration will be given to any staff development/retraining requirements which may be identified by the member of staff and his/her new Pro-Vice Chancellor of Faculty/Director.
4. In considering moves, account will be taken of the preferences of individual members of staff as far as possible as well as their different needs. The University will be sensitive to the potentially different impacts of this policy across equality groups. Ultimately, the University reserves the right to make a judgement about where staff with particular skills should be deployed to achieve its plans and objectives.
5. Staff who are moved compulsorily between posts will suffer no pay detriment as a result.
6. Members of staff who are aggrieved as a result of a proposed job move have recourse to the University's Grievance Procedure.

### **2. Moves Between Sites**

1. Where staff moves between sites are contemplated, the principles outlined at 1.1 to 1.6 above for moves within a site apply equally. Consultation with recognised trade unions will take place whenever it is proposed that groups of staff should move site. The relevant Pro-Vice Chancellor of Faculty/Director will consult individually with all staff who stand to be affected.

2. The University will seek to move staff between site sites sensitively and with due regard to the personal circumstances of each individual. Although staff recruited since 1980 have a contractual requirement to move between sites at the University's discretion, the University will only undertake inter-site moves of staff after full consultation with the individuals concerned whatever the contractual position.
3. Where possible, the University will seek to meet any individual staff preferences for transfer either within an existing site or to other University sites as an alternative to the proposed move. In some cases, the University may be willing to consider voluntary severance as an alternative option.
4. Staff will retain their existing base salary on transfer together with progression and pay award entitlements.
  - i. where staff are transferred from a site where London weighting is payable to a site where it is not (i.e. Medway) they will retain their entitlement to London Weighting at the rate payable immediately before transfer. This rate will be frozen at its existing cash level for the duration of the transfer.
5. Staff may be entitled to compensation for reasonable expenses incurred as the result of a site move. The level of provision which applies is as follows:
  - i. excess home to site travel expenses incurred are reimbursed for a period of two years from the date of transfer. This is based on agreed mileage rates or public transport costs, as appropriate. Consideration may be given to an allowance to reflect the taxability of this compensation. See [Excess Travel Costs](#) policy.
  - ii. as an alternative to receipt of excess travel costs as at i above, staff may, if they wish, opt to receive an equivalent amount to be paid towards the cost of any local weekday accommodation costs incurred.
  - iii. where staff move house in order to be closer to the new site they may apply for household removal expenses up to the maximum limit set for new recruits (currently £8,000) if, in relation to their former travel arrangements, the household removal significantly alleviates the disadvantage caused by the change in place of work. This option remains available for a period of 6 months from the date of transfer. See [Claim for Reimbursement of Removal Expenses by Newly Appointed Staff](#).