

## Frequently asked Questions and Answers

**This document is only to be used to answer questions for individuals who are being asked to temporarily redeploy into another role in LYPFT or another Trust as a direct result of the Covid-19 pandemic.**

### Introductory paragraph

As part of our business continuity planning and ensuring we deliver our priority services to our service users and to support the wider NHS system we will need to consider deploying our people differently and moving them to where the greatest need is. Your managers have asked you to provide details of your skills and flexibility to undertake different roles and we are using this information to inform our deployment plans and ensure where we can match skills and roles. We understand for some staff it will be challenging to move into other roles for a short while; however we will support you and ensure you have the right training and support.

**Q:** Will I be asked to work in a role outside my registered profession?

**A:** No, you will only ever be asked to work in a role that is like for like. An exception to this is that you may be asked to undertake duties which can be completed with training that we will provide. i.e. Health Support Worker duties. Your line manager will make you aware if you are being redeployed to a different role than your current profession.

**Q:** I am being asked to temporarily redeploy into a lower banded post, will my pay be affected?

**A:** No, you will still continue to be paid at your current banding. We are asking for your support to help out a critical business area. There will be no impact on pay if you are going into a lower band.

**Q:** I am being asked to temporarily redeploy into a higher banded post, will my pay be affected?

**A:** Yes, you will be paid in line with the increased banding. This is on a temporary basis only and upon point of your return into your substantive post the additional payments will be stopped.

**Q:** How long am I expected to work in this temporary post?

**A:** The length of the temporary redeployment will depend on a number of factors. It is more than likely that you will be redeployed for the duration of Covid-19. You should continue to work in your temporary role until you have been advised otherwise. This will be continuously reviewed and the Trust reserves the right to bring you back to your substantive post at any point in time.

**Q:** What happens if I wish to return back to my substantive role sooner than the agreed end date?

**A:** You should raise any concerns with your temporary and substantive line manager, who will have a discussion around your circumstances and reason for wanting to return. This will then be fed back into the central redeployment team for a decision.

**Q:** What happens if I am asked to work in another role and require additional training?

**A:** Please be assured that any temporary work that you are asked to cover will not be outside of your skill set and no one will be asked to undertake clinical duties that they are not qualified or trained to do. Where additional training or a refresh of training is needed we will work with you to ensure that you receive the correct level of training prior to undertaking the role.

**Q:** What happens if I am asked to work in another Trust and require additional training?

**A:** We will look to understand requirements from other Trusts training and discuss this with you prior to agreeing any temporary redeployment. Where there may be additional training requirements we will ensure that you receive the correct level of training prior to undertaking the role.

**Q:** What happens if I am absent during my temporary redeployment?

**A:** Any absences should be reported to your new temporary line manager as soon as possible and it will be recorded on the HR systems as per normal process.

**Q:** How will I access and understand what shifts I am being assigned to?

**A:** You will transfer temporarily under the new managers E- rostering, you will continue to be able to review and receive updates as per your normal process.

**Q:** What happens to my expenses during being temporarily redeployed?

**A:** You are able to claim for Excess travel, this is based upon the difference in costs between your home to your old work base and your home to your new temporary work base and is a payment made to assist with additional travelling costs.

**Q:** How do I claim additional expenses?

**A:** To receive this payment you will be required to submit your Travel Claims via e-Expenses which will be authorised by your manager on a monthly basis showing a breakdown of your actual monthly excess travel. You should keep a record of your excess travel entitlement. For further details on how to claim via e-Expenses please view their staffnet page [here](#) or contact the e-Rostering team.

**Q:** I already have annual leave booked but will be working in a different service line or trust, will my leave be honoured?

**A:** It is critical you make your current line manager aware of any leave already booked and we will factor this into any requests for redeployment. We will endeavour to honour any leave booked and will discuss this with the new service or trust.

**Q:** Who is responsible for approving any future leave requests?

**A:** You should submit leave request in the normal way alongside issuing an email to your new temporary line manager, these will then be reviewed and responded to accordingly and your substantive line manager should be made aware.

**Q:** Can I work additional hours if I am part time?

**A:** Yes, you can work additional hours on this temporary basis if this has been agreed with your new temporary line manager. Anyone who is currently part time will be paid at standard rates up until 37.5 hours.

**Q:** I am being asked to work shifts and my substantive role does not require me to work shifts?

**A:** We will try, where possible to try to keep your temporary redeployment as close to your substantive role. There may be a requirement to ask you to work shifts, the redeployment team will have this conversation with you prior to redeployment around your availability.

**Q:** I am being asked to work un-social shifts am I eligible for un-social hours payments?

**A:** If you currently do not work un-social hours we will try to keep it so you are working during the day. There may be circumstances where you are asked to work un-social hours, this will be discussed with your prior to redeployment and a decision be made at that time.

**Q:** I currently work un-social hours and receive the additional payment, I am being asked to redeploy into a role where un-social hours are not needed. Are my additional payments protected?

**A:** Yes, as per the short term pay protection policy these are protected and will continue to be paid as normal.

**Q:** Will I have insurance and indemnity cover?

**A:** Arrangements are in place to indemnify individuals working in a different service or/and area. You will still be expected to have personal professional indemnity insurance. Union Members can access indemnity insurance as part of their membership, please see the attached booklet for further information.