

# REDUNDANCY FAIR PROCEDURES CHECKLIST

Procedure	Yes/N/A
1. Has the employee been advised <u>in person</u> that their position is being considered for redundancy and that a consultation process is to take place?	
2. Has the employee been notified <u>in writing</u> that their position is being considered for redundancy and that a consultation process is to take place?	
3. Have there been consultation meetings held with the employee?	
4. Has the employee been given an opportunity to make representations in relation to potential alternatives to redundancy at the consultation meetings?	
5. Have alternatives to the redundancy been explored by the employer and the reasons the redundancy is still necessary detailed <u>in writing</u> ? (e.g. pay cuts, reduced hours, redeployment, career breaks, extended time off or any other cost saving measures)	
6. Have all potential alternative roles been identified by the employer and recorded <u>in writing</u> ?	
7. Has the selection criteria for the particular role to be made redundant been clearly identified and advised to the employee <u>in writing</u> ?	
8. Can the employer objectively justify the reasons the particular role has been selected for redundancy (these reasons should be recorded)?	
9. Can the employer clearly show that the selection criteria were applied to all employees consistently and fairly?	
10. Has the employer reviewed the selection criteria to confirm they do not constitute discrimination under the Employment Equality Act? (9 grounds - gender, marital/civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community)	
11. Has the employer reviewed the company history to ascertain if there is a custom and practice or collectively agreed procedure in relation to the selection criteria and redundancy process?	
12. If the employer has ascertained a custom and practice or agreed redundancy procedure and identified a reason to deviate – has this deviation been objectively justified and communicated to all relevant employees?	
13. Are there key skills the employer wishes to retain that should be identified as part of the selection criteria?	
14. If there are key skills to be retained have these been communicated to the	

relevant employees and recorded <u>in writing</u> along with the justifiable reasons for retaining these key skills?	
15. Have <u>all</u> alternative roles been advised to the employee to consider at the consultation meetings (even if the alternatives do not appear suitable on the face of it)?	
16. Have all offers of alternatives roles been notified to the employee <u>in writing</u> ?	
17. If the employee refuses the alternatives roles – has this refusal been recorded <u>in writing</u> ?	
18. Has there been a <u>written note</u> taken of all the matters discussed with the employee at the consultation meetings?	
19. Have the written notes of all the matters discussed at the consultation meetings been provided to the employee as soon as possible after the meetings took place?	
20. Have all queries raised by the employee throughout the consultation process been dealt with and responded to by the employer <u>in writing</u> ?	
21. Once the consultation process is concluded and it is clear that the redundancy is necessary - has the final decision to make the role redundant including the reasons been communicated to the employee <u>in writing</u> ?	
22. Has the employee been given the opportunity in writing to appeal the redundancy decision within a specific timeframe and <u>in writing</u> setting out the grounds for appeal?	
23. Has the employee been given the correct notice period - this will be the longest period of: <ul style="list-style-type: none"> <li>• Any notice period set out in the contract of employment;</li> <li>• the Minimum Notice and Terms of Employment legislation (depends on service); or</li> <li>• the Statutory Redundancy Notice Period (2 weeks)</li> </ul>	
24. Has the employee been notified <u>in writing</u> of their redundancy entitlements, the date they will cease work, whether they are required to work out their notice, the tax treatment that will apply to any payments and when the employee will be paid?	
25. If an enhanced redundancy package is being paid and the employee is signing a compromise agreement – has the employee: <ul style="list-style-type: none"> <li>• Been given sufficient time to seek legal advice; <b>and</b></li> <li>• Confirmed <u>in writing</u> as part of the settlement agreement that they received legal advice?</li> </ul> <p>(may be appropriate for the employer to provide a contribution towards legal advice to ensure the employee avails of it)</p>	