

RESEARCH COUNCIL MOBILITY POLICY

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Policy statement

All employees will normally have a fixed place of work confirmed upon appointment. From time to time, it may be necessary to transfer employees to other sites within their Research Council. This policy sets out the mobility arrangements of the Research Council.

The Mobility Policy is agreed with the Trade Union Side and complies with legislation.

The Mobility Policy applies to all employees. This includes those employed on temporary contract but excludes Visiting Workers, students or those workers provided by a third party agency.

The UK Shared business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Mobility Policy should apply, advice should be sought from the Research Council HR team.

1. Principles

- 1.1 The mobility obligation is a contractual obligation on all employees to accept a compulsory permanent transfer to a post at another location within the Research Council, provided it is within 'reasonable daily travelling distance' (RDTD) from the employee's home (see paragraph 4 for a definition of 'reasonable daily travelling distance').
- 1.2 Employees will be given notice of any transfer at the earliest possible opportunity.
- 1.3 Whilst the wishes and personal circumstances of employees will be taken into account as far as possible, employees will normally be expected to transfer to a post deemed to be within RDTD if required to do so (paragraph 2.1). Where the transfer location is not within RDTD, employees will not be expected to transfer unless they wish to do so.
- 1.4 Where an employee transfers from a Research Council to another employer, or transfers from another employer into a Research Council this arrangement may be covered by 'The Transfer of Undertakings (Protection of Employment) Regulations ('TUPE'). TUPE transfers are separate to those made under the mobility obligation and are therefore exempt from this policy. For further information about whether TUPE applies, contact the Research Council HR team.
- 1.5 The rights and obligations of an employee whose post is at risk of redundancy are set out in the Research Council's Redundancy policy and procedure ([link](#)).

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2. Mobility options

2.1 An employee will normally be expected to transfer to a post within RDTD at another location within the Research Council in the following situations:

- A compulsory move made under the mobility obligation,
- A redundancy situation. As an alternative to accepting compulsory redundancy an employee may:
 - voluntarily redeploy to a new location, or
 - seek redeployment to a suitable vacancy locally.

2.2 Employees may also request a voluntary move to better their career or for other personal reasons if they so wish.

3. Transfer expenses

3.1 Employees will not be expected to suffer significant financial detriment if transferred to another location considered within reasonable daily travelling distance. For further information on the expenses an employee can claim when they transfer to another location refer to the Research Council Relocation and Excess Fares policy ([link](#)) or contact the Research Council HR team.

4. Reasonable daily travelling distance

4.1 Reasonable daily travelling distance (RDTD) is defined as a journey of up to approximately one hour's duration (one-way) from the employee's home. In determining whether or not it is reasonable for an employee to make the journey in this time, account will be taken of how much further they have to travel from home to the new location than to their current place of work, and what transport facilities are available to them to make the journey.

4.2 Other extenuating circumstances may also be taken into account in determining whether it is reasonable for an employee to travel daily to a new place of work (irrespective of the time it takes to make the journey), such as:

- a need to be near someone (child/parent/dependant) for carer reasons;
- a pre-existing medical condition that would be exacerbated by a significant increase in daily travelling time;
- where a significant increase in the distance the employee has to travel would entail an unreasonable change to their usual mode of transport, e.g. the purchase of a second car.

5. Issues

5.1 Any issues or concerns in relation to the application of this policy should be raised via the Research Council Grievance policy and procedure.

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6. Policy Review

- 6.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may also request a review of the policy.

7. Amendment history

Version	Date	Comments/Changes