**Agreed Process For Swapping Of Duties**

It is recognised that there may be occasions when individuals wish to mutually swap duties. In order that this is done fairly and that nobody is disadvantaged it is agreed that the following process will be followed in all cases, including the below paragraph from the Way Forward Agreement.

1. A maximum of 2 individuals will be permitted to take part in any swap process.
2. Both individuals must put the request in writing to the resourcing manager.
3. The resourcing manager will confirm that both individuals are able to perform the proposed new roles.
4. If point 2 is confirmed, the attached pro-forma must be completed in full.
5. Where a potential skills issue would arise, the swap, if agreed, would not take place until any required training had been completed.
6. Once completed this will be displayed for 2 weeks. If this is unchallenged during this period the swap will go ahead.
7. During this 2 week period, challenges to the proposed swap can be made on the grounds of seniority. i.e If an individual, who would have the seniority to sign for either duty if advertised, feels that they have been disadvantaged.
8. All challenges will be considered jointly by the resourcing manager & CWU representative.
9. Once agreed and completed, both parties must carry out the full duty content and times of attendance of their new duty.
10. If either party leaves within 3 months of the swap date consideration will be given to cancelling the move if a shortfall of required skills is identified.

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CWU APR Resourcing Manager