

REDUNDANCY CHECKLIST

Practical checklist for employers

BEFORE STARTING

- ☐ Confirm there is a genuine business reason for the redundancy as defined in the legislation
- ☐ Ensure redundancy is not being used to address performance, conduct or attendance issues.
- ☐ Prepare a written business case explaining why the role is no longer required.
- ☐ 30 days notification to the Minister is required where the proposed redundancies meet the thresholds *

SELECTION

- ☐ Identify whether there is a selection pool.
- ☐ If there is a pool, apply fair and objective selection criteria.
- ☐ Record how the selection decision was reached.
- ☐ Ensure the decision is free from discrimination.

CONSULTATION

- ☐ Invite the employee to a consultation meeting (single redundancy) or set a 30 day consultation period (group)
- ☐ Explain the business reasons for the proposed redundancy.
- ☐ Allow the employee to ask questions and make representations.
- ☐ Consider any suggestions to avoid redundancy.
- ☐ Hold further consultation meetings if appropriate.
- ☐ Keep written notes of all meetings.

ALTERNATIVES TO REDUNDANCY

- ☐ Suitable alternative roles within the organisation.
- ☐ Retraining or redeployment. Review attrition rates.
- ☐ Changes to duties, hours or working arrangements where feasible.
- ☐ Record why any alternatives were or were not suitable.

DECISION

- ☐ Review all information before making a final decision.
- ☐ Confirm the outcome in writing.
- ☐ Explain the reasons for the decision.
- ☐ Inform the employee of any right to appeal.

NOTICE AND FINAL PAYMENTS

- ☐ Provide statutory or contractual notice (whichever is greater).
- ☐ Calculate statutory redundancy entitlement (where applicable).
- ☐ Pay any contractual redundancy entitlement (if applicable).
- ☐ Pay outstanding salary.
- ☐ Pay accrued but untaken annual leave.

FINAL CHECK

- ☐ The redundancy is genuine.
- ☐ A fair consultation process has been followed.
- ☐ Suitable alternatives have been considered.
- ☐ The employee has received the correct notice and payments.
- ☐ All decisions and communications have been documented and retained.

*Thresholds under the Protection of Employment Acts 1977-2014, for example:

- 5 employees in an establishment normally employing 21-49 employees.
- 10 employees in an establishment normally employing 50-99 employees.
- 10% of employees in an establishment normally employing 100-299 employees.
- 30 employees in an establishment normally employing 300 or more employees