Secondment

Last updated: 29 January 2010 Policy assigned to: Director, Human Resources

Overview

This policy sets out the guidelines and procedures to be followed by staff entering into secondment arrangements. The University supports secondments as a means to enhance staff development and build organisational knowledge and relationships.

Scope

This document applies to continuing staff and staff on fixed term appointments of 2 years or more. It does not apply to casual staff, staff on probation or staff on fixed term appointments of less than 2 years where the period of secondment exceeds the remaining contract period.

Policy

A secondment is a co-operative arrangement between two Schools/Organisational units, or the University and an external organisation, where an individual is temporarily transferred to another position or organisation.

The University encourages secondments in order to provide development opportunities for staff to assist in achieving its strategic objectives. It is recognised that individual skills and knowledge may be enhanced by secondments. Secondments also have organisational benefits including exchange of information and ideas, promotion of organisational relationships and investment in organisational effectiveness.

A secondment should not be financially disadvantageous to the University and the arrangements should be consistent with the roles and responsibilities of the staff member and the goals of the University.

Secondment is not an entitlement and is subject to approval by the delegated officer.

This policy does not limit:

- the University's right to transfer staff, temporarily or permanently, to positions of the staff members substantive level, in consultation with the staff member and the Head in order to meet the changing needs of the organisation; or
- the use of local arrangements to enable staff to participate in other development activities.

In this document, refer to the University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 (as amended) for the definition of:

- School
- Head - refers to HOS/HOA

'Organisational unit' is an administrative and equivalent to a budget unit for which a HOA has responsibility.

Related Documents

- The University of Sydney Enterprise Agreement 2009-2012
- University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 (as amended)
- Recruitment and Selection Policy
- University of Sydney (Intellectual Property) Rule 2002 (as amended)

Guidelines

A. Length of Secondment

Secondments will normally be for a period of up to 12 months. Positions that are available for longer than 12 months are regarded as vacancies and the University's normal advertising and recruitment and selection procedures apply.

B. Costs

Heads must consider all costs, including full on-costs relating to leave, superannuation, workers compensation, payroll tax and fixed administrative costs, before agreeing secondment proposals. Refer to HR website for on-cost calculations.

Written agreement must be reached between the home School/Organisational unit and host School/Organisational unit/Organisation on the recovery of payments made during the secondment and on the allocation of all associated costs including on-costs.

C. Leave

The parties are to negotiate reporting procedures for leave taken during the secondment prior to the secondment commencing. This includes consideration of the following conditions:

- normal leave entitlements continue to accrue during the period of secondment;
- leave accrued during the secondment may be taken during the secondment period subject to approval by the host School/Organisational unit; and
- if accrued leave is not taken during the secondment period it should be transferred back to the home School/Organisational unit and will be paid at the rate of the substantive role.

D. Hours of Work for General Staff

All flexible working hours arrangements (FWHA) credits for Day Workers are to be exhausted prior to moving to the host School/Organisational unit/organisation and similarly, prior to moving back to the home School/Organisational unit. FWHA core hours and other arrangements approved for the host School/Organisational unit will apply to the staff member during the secondment.

E. Return to a Substantive Position

Staff members on secondment will normally return to their substantive positions or comparable positions within the home School/Organisational unit at the end of the agreed secondment period.

If structural changes occur during the course of the secondment and the substantive position no longer exists, or is substantially altered, the individual who has been seconded must be included in any consultation process and the home School/Organisational unit must comply with the provisions of The University of Sydney Enterprise Agreement 2009-2012 and relevant policies.

F. Termination of Secondment

A secondment may be terminated prior to the end of the secondment period as set out in the secondment agreement.

G. Impact on Service

During a secondment period continuity of employment is maintained for all purposes.

Procedures

A. Initiation

Secondment may be initiated by:

- an individual approaching a School/Organisational unit;
- an area either identifying a specific individual to second, or by advertising or calling for Expressions of Interest;
- an area targeting a specific area of the University in order to provide a development opportunity to staff in that area; or
- an area inviting a selected group to express interest in order to capture a particular set of skills.

Where the secondment is advertised, normal recruitment processes apply excluding general staff appeal provisions. For secondment periods of six months or less, the appointment on nomination procedures may be followed.

B. Negotiation and Approval

Conditions of a secondment will be negotiated at the School/Organisational unit level and require approval by the Head.

C. Terms of Agreement

Before the secondment commences, formal terms of agreement are to be agreed by the Heads of the home and host School/Organisational unit/organisation, and the staff member. The terms are formalised in an offer drawn up by the HR Service Centre.

The terms of agreement are to be detailed in a letter of offer to the individual being seconded (refer to your HR Advisor for advice on completing the secondment agreement). Terms of the secondment agreement should specify:

- duration of the secondment
- Faculty/School/Administrative unit and Supervisor of seconded position
- Whether the seconded position is new or existing
- level of remuneration to be paid to the seconded individual
- job description during the secondment
- details of type and timing of notice required to end the secondment prior to the agreed end date and any associated costs

- conditions of return to home School/Organisational unit
- which School/Organisational unit is to bear the responsibility for salary, on-costs, Special Studies Program (if applicable), overtime (if applicable), workers compensation, public liability and any other indemnities and liabilities
- leave arrangements and responsibility for reporting of leave taken
- ownership rights of intellectual property
- publication rights if applicable and any confidentiality provisions.

D. Replacing a seconded staff member

A person who is appointed to temporarily replace a seconded individual must be advised in their letter of offer that the seconded employee has the right of return to his/her position. Should this occur prior to the anticipated end of the secondment, the replacement staff member will be given four weeks prior notice or as required by The University of Sydney Enterprise Agreement 2009-2012.

Administration

1. Background/context

This document was developed to establish a formal framework for administering secondments. The references to The University of Sydney Enterprise Agreement 2009-2012 were updated in January 2010.

2. Authority/consultation

This document has been developed in consultation with the HR Director, Industrial Relations, Staff Support and Development Unit, Remuneration Services, HR Corporate Team and HR College Teams. All University staff were given an opportunity to provide feedback on this document.

3. Management Responsibility

Director, Human Resources

4. Implementation Responsibility

Deputy Vice-Chancellors; Heads

5. Dates

Approval (version 1)	24/10/2005
Effect	24/10/2005
Review	
Approval (version 2)	30/11/2005
Effect	30/11/2005

6. Approval

Version 1	Professor Ann Brewer Acting Deputy Vice-Chancellor (Infrastructure)

7. Signatures

Approved by:

Name

Professor Ann Brewer

Position

Acting Deputy Vice-Chancellor (Infrastructure)

Date

Signature