



## Secondment

Last updated: 27 April 2018

Policy assigned to: Chief Human Resources Officer

### 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;
- staff on fixed term appointments of 2 years or more;
- casual professional staff with 12 months continuous service.

It does not apply to 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 temporary transfer, to either a different position within the University, or to an external organisation.

The University supports secondments in order to provide development opportunities for staff which also assist the University 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.

Staff must inform their manager when they apply for a secondment. Secondment is not an entitlement and is subject to approval by the relevant delegate.

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.

Refer to the [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2016](#) or any replacement Rule for the delegated authority to approve temporary internal transfers; or external secondments or exchanges.

'Organisational unit' is a work unit or units under the authority of a Head of School or Head of Administration.

## Related Documents

- [University of Sydney Enterprise Agreement 2018-2021](#)(or any successor or replacement Agreement) (**Enterprise Agreement**)
- [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2016](#), or any replacement Rule
- [Recruitment and Selection Policy](#)
- [Intellectual Property Policy 2016](#)

## 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. A secondment may only be extended beyond 12 months if agreed by the staff member and the relevant delegates of both the home and host organisational units.

### 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 to secondment proposals. Refer to staff intranet for [on-cost calculations](#).

Written agreement must be reached between the home School/Organisational unit and host School/Organisational 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 where applicable:

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

### D. Hours of Work for Professional Staff

All flexible working hours arrangements credits are to be exhausted prior to moving to the secondment position and similarly, prior to moving back to the substantive position. Core

hours and other flexible working hours arrangements approved for the host organisational unit will apply to the staff member during the secondment.

**E. Return to Substantive Position**

Staff members on secondment will normally return to their substantive positions or comparable positions within the home 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 organisational unit must comply with the provisions of the Enterprise Agreement 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 registering their interest in secondment opportunities through the [Professional Staff Exchange and Secondment Scheme](#) or approaching an organisational unit;
- a manager either advertising or calling for Expressions of Interest, specifying that the role is for a secondment opportunity; or
- an area targeting a specific area of the University in order to provide a development opportunity to staff in that area.

**B. Recruitment and Selection**

For secondments through the Professional Staff Exchange and Secondment Scheme, refer to [clause 362](#) of the Enterprise Agreement for the advertising criteria and basis for selection decisions.

To express interest in a secondment opportunity under the scheme, eligible staff provide the hiring manager with their resume; and a one page cover letter summarising both their skills and experience relevant to the role and how the secondment would contribute to their career development goals.

For other internal secondments, the [Recruitment and Selection Policy](#) or the [Appointment on Nomination Policy and Procedures](#) apply. Where the secondment is advertised, normal recruitment processes apply. For secondment periods of six months or less, the [Appointment on Nomination Procedures](#) may be followed.

Note: Consult SydneyRecruitment or Talent and Organisational Development for advice on initiating secondment opportunities

**C. Terms**

Where the secondment is between two University organisational units, the formal terms of arrangement must be negotiated by the relevant delegates of the home and host units and the staff member before the secondment commences.

Where the secondment is between the University and an external organisation, the Office of General Counsel must be consulted and a formal secondment agreement executed before the secondment commences.

**D. Variation of employment**

The HR Service Centre will provide the staff member who is being seconded with a variation of employment notification which sets out the relevant provisions of the secondment before the secondment commences.

**E. 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 their position. Should this occur prior to the anticipated end of the secondment, the replacement staff member will be given four weeks prior notice.

# 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. An administrative amendment was made in August 2016 to reflect the new Intellectual Property Policy 2016 and the Enterprise Agreement 2013-2017. Amendments were made in April 2017 to be consistent with the professional staff secondment provisions in the Enterprise Agreement; to clarify that secondments are temporary transfers; staff must inform their manager when they apply for a secondment; and introduce a streamlined expression of interest process. References to the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 were updated in June 2017. This policy was updated to reference the Enterprise Agreement 2018-2021.

## 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

Chief Human Resources Officer

## 4. Implementation Responsibility

Deputy Vice-Chancellors; Heads

## 5. Dates

|                      |            |
|----------------------|------------|
| Approval (version 1) | 24/10/2005 |
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| Review               |            |
| Approval (version 2) | 30/11/2005 |
| Effect               | 30/11/2005 |
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| Effect               | 13/04/2017 |

## 6. Approval

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|-----------|---|
| Version 3 | Michael Spence<br>Vice-Chancellor and Principal |
|-----------|---|

## 7. Signatures

### Approved by:

Name

Michael Spence

Position

Vice-Chancellor and Principal

Date

12 April 2017