Secondment Procedure

Related Policy

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<td>Recruitment and Appointment Policy</td>
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<td>Performance and Career Development Policy</td>
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Responsible Officer

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<td>Executive Director, Human Resources</td>
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Approved by

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Approved and commenced

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<td>April, 2018</td>
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Review by

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Responsible Organisational Unit

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1 Objective

To outline the requirements to formalise a secondment agreement between an individual, the University and an external organisation.

2 Scope

These procedures apply to all continuing and fixed-term staff members of the University.

A staff member who is employed on a fixed-term contract who wishes to enter into an external secondment arrangement must be employed on a contract which has an end date that extends after the end date of the proposed secondment.

Approval of applications for secondment will be at the discretion of the relevant Executive Dean/Principal/Executive Director, following consultation with and endorsement by the Executive Director, Human Resources (or nominee).

3 Procedure

3.1 General

The University will generally consider a secondment where it can be demonstrated that the activities to be undertaken by the staff member either at the external organisation or coming into the University will provide a developmental opportunity for the staff member and supports the strategic and operational needs of the University.

3.2 Secondment out of the University

Secondments must be based on mutual agreement between the individual, the University and the host organisation. Details such as the responsibility for salary payment, performance management and development, re-imbursements, on-costs, superannuation and workers’ compensation must be agreed prior to the secondment being undertaken.

In addition, the following issues should be clearly determined before the secondment takes place:

- period of secondment;
- ownership of intellectual property created by the secondee;
- whether the secondee will return to their previous position or to a position of equivalent classification.

The relevant Executive Dean/Principal/Executive Director, when considering a request for secondment, will have regard to:

- the operational needs of the area; and
- the skills and experience likely to be brought back into the workplace after the secondment.
The terms and conditions of the secondment will be clearly set out in a secondment agreement prepared by Human Resources and signed on behalf of the University by the relevant Executive Dean/Principal/Executive Director, the Executive Director, Human Resources, by the staff member and a representative from the external employer.

3.3 Secondment in to the University

A person may be seconded into the University to fill an advertised position or to undertake a specific project for an agreed period. The secondment arrangement must specify that the seconded staff member will return to the releasing organisation at the end of the stated/defined term.

Secondments into the University must be based on mutual agreement between the University, the individual and the releasing organisation. Details such as the responsibility for salary payment, performance management and development, reimbursements, on-costs, superannuation and workers’ compensation must be agreed prior to the secondment being undertaken. This may be either direct payment from the university’s payroll (ie come onto the university payroll) or the external organisation submits monthly invoices for payment of salary and related costs for the secondee.

An alternate consideration to a formal secondment agreement is the staff member takes leave of absence from the releasing organisation, or the University approves a leave without pay arrangement for the staff member to work in an external organisation for a fixed term period.

3.4 Negotiation and Approval

Conditions of a secondment will be negotiated at the Organisational Unit level and require approval by the relevant Executive Dean/Principal/Executive Director and the Executive Director, Human Resources. Guidance with regards to the conditions will be provided by Human Resources.

4 Definitions and Acronyms

Organisational Unit

College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

5 Supporting Documentation

- Inclusion, Diversity & Equity Policy
- Performance and Career Development Policy
- Recruitment and Appointment Policy
- University of Tasmania Staff Agreement
## Versioning

| Former Version(s) | Version 1 – *General Staff Transfer/Secondment Policy*  
|                  | Version 2 - *Secondment Procedure*, approved by Executive  
|                  | Director, Human Resources, October 2017.  
|                  | Amended in December 2016 to incorporate  
|                  | Colleges.  
| Current Version  | Version 3 – *Secondment Procedure* (current document);  
|                  | approved April, 2018. |