

Secondment Appointment Policy

Section 1 - Purpose

(1) This Policy sets out the terms and conditions that apply to the appointment by secondment for internal staff of Charles Sturt University (the University).

(2) Benefits of internal staff secondment include:

- a. improvement of employee skills, knowledge and abilities for career development purposes and the benefit of the University;
- b. the gaining of valuable experience in another Section or School of the University, and enhancement of individual job performance upon return to the employee's substantive position;
- c. the opportunity to contribute to projects of University-wide significance;
- d. enhancement of the University's capacity to resource urgent and/or special needs and to execute projects; and
- e. an alternate employment strategy for managers/Heads of School to fill positions for six months to two years.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

Part A - References

(4) This Policy should be read in conjunction with the:

- a. [Staff Recruitment and Selection Policy](#);
- b. [Delegations and Authorisations Policy](#); and
- c. [Human Resource Delegations](#).

Part B - Terms and Eligibility

(5) The following people are eligible to apply for a secondment position:

- a. general employees who have successfully completed probation in a continuing or fixed term appointment at Charles Sturt University and at least one year of continuous service, including participation in the University's Performance Management Scheme; and
- b. academic employees who have been confirmed in a continuing or fixed term appointment at Charles Sturt University and participated in the University's Performance Management Scheme.

(6) The period of appointment for an internal secondment shall not be less than three months nor more than two years.

(7) A general or academic employee may be classified at the same, higher or lower salary level than the employee's substantive position.

(8) Superannuation arrangements will vary according to factors such as the length and level of the secondment, the secondee's superannuation fund, etc.

(9) If an employee is seconded to a position that is at the same level as his/her substantive position, normal incremental progression will continue throughout the secondment period.

(10) If an employee is seconded to a position that is at a higher level than his/her substantive position, the secondee will be appointed at Step 1 of the salary level that applies to the secondment position and standard arrangements for incremental progression will apply.

(11) If a general employee is seconded to a position that is at a lower salary level than the level of his/her substantive position, then:

- a. the secondee will normally be appointed at the top step of the salary level that applies to the secondment position; and
- b. when the secondee returns to his/her substantive position, the time served in the secondment position will not be recognised for the purposes of calculating incremental progression.

(12) Internal secondment positions will normally be advertised and filled, in accordance with the Staff Recruitment and Selection Policy . However, this may be varied in the following circumstances:

- a. managers/Heads of School may mutually agree to exchange employees if they are of the same employment level; and
- b. a direct appointment may be approved where it is necessary to provide continuity of service.

(13) If there is a demonstrated need, then an internal secondment may be extended with the mutual agreement of:

- a. the secondee;
- b. the managers/Heads of School of the substantive and secondment positions;
- c. the Executive Director/Executive Dean of the secondee's substantive position; and
- d. the delegated officer, as outlined in Part C of the Secondment Appointment Procedure.

(14) Extended periods of leave will not normally be granted during a secondment.

(15) An internal secondee retains the right of return to his/her substantive appointment at the conclusion of the secondment.

(16) An internal secondment may be terminated by the University's delegated officer at any time prior to its date of completion if continuation is not considered to be in the best interests of the University or the secondee.

Section 4 - Procedures

(17) Refer to the [Secondment Appointment Procedure](#).

Section 5 - Guidelines

(18) Refer to the [Guiding Questions for Seconded Staff](#).

Status and Details

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