

# Secondment Policy

## Section 1 - Purpose

(1) This policy applies to eligible employees of Charles Sturt University (the University) and sets out the terms and conditions that apply to appointment by secondment.

(2) This policy shall provide the opportunity to enhance career prospects of staff and the operational effectiveness of the University.

## Section 2 - Glossary

(3) For the purposes of this policy:

- a. Delegated officer – means a person as set out in [Delegation Schedule 04 - People and Culture Delegations](#) of the [Delegations and Authorisations Policy](#).
- b. Secondment – means the appointment of a current staff member to a different position, often in a different organisational area within the University for a mutually agreed period of time, where a staff member returns to their substantive position at the end of the appointment.
- c. Seconded – means a person appointed to a position under the terms of a secondment.

## 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. [People and Culture delegations](#).

### Part B - Eligibility and conditions

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

- a. Professional/general employees who have successfully completed probation in a continuing appointment at Charles Sturt University and have at least one year of continuous service, usually in their current continuing position, and have participated in the University's Employee Development and Review Scheme.
- b. Academic employees who have successfully completed probation in a continuing appointment at Charles Sturt University and have participated in the University's Employee Development and Review Scheme.
- c. the eligibility criteria set out at (5)a and b may be waived by the Chief Operating Officer in exceptional circumstances.

- (6) The period of appointment for a secondment shall not normally be less than six months nor more than two years.
- (7) A professional/general or academic employee on secondment 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 their 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 their 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 professional/general employee is seconded to a position that is at a lower salary level than the level of their 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 their substantive position, the time served in the secondment position will not be recognised for the purposes of calculating incremental progression.
- (12) Secondment positions will normally be advertised and filled, in accordance with the [Staff Recruitment and Selection Policy](#) and [Procedure](#). However, this may be varied in the following circumstances:
- a. managers/heads of schools 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 a secondment may be extended with the mutual agreement and approval of the delegated officer/s as outlined in Part C of the [Secondment Procedure](#).
- (14) Extended periods of leave in excess of four (4) weeks in any one year will not normally be granted during a secondment.
- (15) A secondee retains the right of return to their substantive appointment at the conclusion of the secondment.
- (16) A 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 Procedure](#).

## Section 5 - Guidelines

- (18) Nil.

## Status and Details

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