

Appointments Procedure - Secondments

May 2024: This document is expired and has been subsumed by the [Appointments Procedure - Recruitment and Selection](#)

Section 1 - Purpose

(1) This procedure supports the [Appointments Policy](#) and describes how to establish and manage secondment appointments at Charles Sturt University (the University).

Scope

(2) This procedure applies to academic and professional/general employees, and other staff involved in the secondment process.

Section 2 - Glossary

(3) See the [Appointments Policy](#) and the [Appointments Procedure - Recruitment and Selection](#).

Section 3 - Policy

(4) See the [Appointments Policy](#).

Section 4 - Procedures

Identifying secondment opportunities

(5) Secondment may be used to:

- a. fill the position of an employee on extended leave (e.g. long service or parental leave), or
- b. fill a new position that has been created on a fixed-term basis.

(6) Secondment opportunities may be identified through:

- a. the Employee Development and Review Scheme, or
- b. workforce planning review of a section/division or school/faculty.

Eligibility and conditions for secondments

(7) The University supports secondment appointments to provide opportunities to enhance career prospects of employees and the operational effectiveness of the University.

(8) Secondments will:

- a. only be approved for employees who meet the following eligibility requirements:
 - i. continuing professional/general employees who have successfully completed probation, have at least one year of continuous service in their current continuing position and have participated in the University's Employee Development and Review Scheme,
 - ii. continuing academic employees who have successfully completed probation and participated in the University's Employee Development and Review Scheme, or
 - iii. the eligibility criteria at subclauses 8a.i-ii are waived by the Chief Operating Officer,
- b. normally be for periods of six months or more, up to a maximum of two years, and
- c. be allowed for appointments at the same, higher or lower classification level than the employee's substantive position.

Recruitment and selection for secondments

(9) Secondment positions will normally be advertised and filled in accordance with the [Appointments Policy](#) and [Appointments Procedure - Recruitment and Selection](#). 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/or
- b. a direct appointment may be approved where it is necessary to provide continuity of service.

(10) The delegated officer identifies a secondment opportunity, discusses it with the Division of People and Culture and completes a recruitment requisition in the e-Recruitment system.

(11) The secondment position is advertised and filled as outlined in the [Appointments Policy](#) and [Appointments Procedure - Recruitment and Selection](#).

(12) Positions are advertised for a period of up to two weeks on the University's intranet and, when advertised concurrently as part of an external recruitment campaign, on the Jobs website.

(13) An applicant is expected to inform their supervisor of their interest in the secondment position. The supervisor then advises the delegated officer of their support or non-support of the application.

(14) A secondment application may be denied in circumstances where the section/school cannot perform effectively without the skills or knowledge of the employee, or where there would be a negative impact on the quality of service to the University's internal/external clients.

(15) The employee's secondment application must be accompanied by a signed [Release Form for Internal Secondment](#) from the delegated officer of their substantive position.

Authorisation

(16) The delegations for the authorisation of secondments are equivalent to those that apply to recruitment and selection, as outlined in [Delegation Schedule B - People and Culture](#).

Responsibilities of parties involved in a secondment

(17) The Division of People and Culture provides advice, guidance and assistance to people involved in the secondment process.

(18) Both the supervisor of the secondment position and the secondee:

- a. are required to declare to an appropriate representative in the Division of People and Culture any potential,

perceived or actual conflict of interest in accordance with the [Conflict of Interest Procedure](#) as soon as it becomes known,

- b. will formalise objectives of the secondment within six weeks of commencement of the secondment so that there are appropriate learning opportunities and support for the secondee to develop skills and knowledge that are needed for the new position, and
- c. will create performance objectives as part of the University's Employee Development and Review Scheme.

(19) At the conclusion of the secondment, the supervisor of the secondment position conducts a review and finalises the performance objectives as part of the Employee Development and Review Scheme.

(20) The supervisor of the employee's substantive position is responsible for managing their return at the end of the secondment. This includes reviewing the employee's performance objectives within six weeks of their return, and providing any necessary training related to workplace changes.

Costs

(21) The secondment section or school is responsible for the secondee's salary and leave during the total period of the secondment.

(22) The secondee will normally be required to take all annual leave and flexitime accrued during the secondment period prior to returning to their substantive position. However, sick leave and long service leave may continue to accumulate.

(23) Extended periods of leave in excess of four weeks in any one year will not normally be granted during a secondment.

(24) When the secondment has been officially completed, the section or school that is responsible for the secondee's substantive position will resume budgetary responsibilities for the returning employee.

(25) In cases where the secondee is required to relocate to another campus, the University will not normally contribute to the relocation expenses. These costs will be the responsibility of the secondee.

Secondment conditions

(26) Eligibility for secondment appointments is stated at clause 8a.

(27) A professional/general or academic employee may be seconded to a position classified at the same, higher or lower salary level than the employee's substantive position.

(28) If an employee is seconded to a position that is:

- a. at the same level as their substantive position, normal incremental progression will continue throughout the secondment period, or
- b. 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.

(29) 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 remunerated during the secondment 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.

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

(31) A secondee retains the right of return to their substantive appointment at the conclusion of the secondment.

(32) If there is a demonstrated need, then a secondment may be extended with the mutual agreement and approval of the delegated officer/s.

(33) 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 5 - Guidelines

(34) Nil.

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