

Secondment Appointment Procedure

Section 1 - Purpose

(1) This Procedure describes how to establish and manage internal staff secondments for academic and general employees at Charles Sturt University (the University).

Scope

(2) This Procedure applies to staff involved in the secondment process.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) Refer to the [Secondment Policy](#).

Section 4 - Procedure

Part A - Identifying Secondment Opportunities

(5) Secondment may be used to:

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

(6) Secondment opportunities may be identified through:

- a. performance management interviews; or
- b. workforce planning review of a Section/Division or School/Faculty.

Part B - Recruitment and Selection for Internal Secondments

(7) The delegated officer identifies a secondment opportunity and completes a [Recruitment Action Form](#).

(8) The secondment position is advertised and filled as outlined in clause 12 of the [Secondment Appointment Policy](#).

(9) Positions to be advertised are placed on the University's Jobs website and the application period is normally two weeks.

(10) An applicant informs the Manager/Head of School of his/her interest in the secondment position. The Manager/Head of School then advises the Executive Director/Dean/Executive Dean of his/her support or non-support of

the application.

(11) A secondment application will 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.

(12) The employee's letter of application should be accompanied by a signed [Release Form for Internal Secondment](#) from the Executive Director/Dean/Executive Dean of his/her substantive position.

(13) The recruitment and selection process for the secondment position will be conducted in accordance with the [Staff Recruitment and Selection Policy](#) .

Part C - Authorisation

(14) The delegations for the authorisation of secondments are equivalent to those that apply to recruitment and selection, as outlined in the [Human Resources Delegations](#).

Part D - Responsibilities of Parties Involved in a Secondment Placement

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

(16) Both the Manager/Head of School of the secondment position and the secondee formalise objectives at the commencement of the secondment period within four 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.

(17) To achieve this, the secondee uses the [Guiding Questions for Seconded Staff](#) document, and the Manager/Head of School refers to the duty statement for the secondment position as well as the position classification standards for general staff or the [Academic Staff Qualifications and Expectations Procedure](#).

(18) The secondee and the Manager/Head of School of the secondment position amend the secondee's performance management plan consistent with the University's induction requirements.

(19) At the conclusion of the secondment, the Manager/Head of School of the secondment position conducts a post-secondment interview to determine whether the secondment objectives were achieved.

(20) The Manager/Head of School of the employee's substantive position is responsible for managing his/her return at the end of the secondment placement. This includes amending the employee's performance management plan within four weeks of his/her return, and providing any necessary training related to the workplace changes.

Part E - Costs - Internal Secondments

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

(22) Note: The secondee will normally be required to take all recreation leave and flexitime accrued during the secondment period prior to returning to his/her substantive position. However, sick leave will continue to accumulate.

(23) 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.

(24) 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.

Section 5 - Guideline

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

Status and Details

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| Status | Historic |
| Effective Date | 6th June 2014 |
| Review Date | 30th September 2015 |
| Approval Authority | Executive Director, Human Resources |
| Approval Date | 5th June 2014 |
| Expiry Date | 6th May 2021 |
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