

# Secondment Procedure

This document is rescinded from 12 October 2021 and replaced by the [Appointments Policy](#) and [Appointments Procedure - Secondments](#).

## Section 1 - Purpose

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

### Scope

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

## Section 2 - Glossary

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

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

### Part B - Recruitment and selection for secondments

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

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

(9) Positions are advertised for a period up to two weeks on the University's Staff Hub and, when advertised

concurrently as part of an external recruitment campaign, on the Jobs website.

(10) 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.

(11) 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.

(12) The employee's secondment application must be accompanied by a signed [Release Form for Internal Secondment](#) from the delegated officer of their 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 [People and Culture delegations](#).

## **Part D - Responsibilities of parties involved in a secondment**

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

(16) Both the supervisor of the secondment position and the secondee 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.

(17) Both the supervisor of the secondment position and the secondee 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.

(18) The secondee and the supervisor of the secondment position also 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 the workplace changes.

## **Part E - 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) 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) Nil.

## Status and Details

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