

Secondment of Staff to Other Institutions

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1.0 Purpose

Griffith University recognises the benefits and importance of enabling the secondment of our employees to other Universities or Institutions.

This Procedure outlines the key requirements, considerations, and process to enable the employee and manager to make an informed decision when approving a secondment.

2.0 Scope

This policy applies to all Academic and Professional staff appointed on continuing and fixed term appointments that are seeking to undertake a secondment while retaining the substantive position.

3.0 Procedure

3.1 Purpose

The University supports the secondment of an employee to another university, institutions, government departments, overseas aid bodies and other non-university employees to undertake special assignments.

The requests received have come either by way of an official request to the University or by the employee in consultation with another employer.

The University endeavours to meet the terms of the request made, however the University will need to consider the impact on the operational needs of the University when considering and facilitating the request.

The University recognises that there can be significant advantages in supporting a secondment:

- The employee has a new experience which they may not have gained in their home institution.
- The ability for both institutions to access talent and collaborate on key projects or program of works.
- The salary costs maybe deferred for the period of the secondment.
- The employee can move into a new intellectual environment and gain access to new ideas to foster improved research outcomes.

- Secondment can supplement the Academic Studies Program (ASP) without the corresponding loss of experience if temporary resourcing is available.

There are several reasons why an employee is seconded to another institution. They include:

- To assist with a teaching program where the member has particular expertise not available in the host institution.
- To carry out a particular research program that is of benefit to the seconded member, the host institution and ultimately to the home institution.
- To assist with some administrative or academic planning where the expertise required cannot be adequately met by an employee of the host institution.
- To give other assistance as may be required by the host institution and approved by the home institution.

3.2 Period of Secondment

Secondments will normally be for periods ranging from three months to two years. It is important in the case of academic staff that the period of secondment should fall within the teaching program of the University so that there is minimal disruption to the teaching and research activities of the University.

Any extension to the original period of secondment must be approved by the same process as detailed in this Policy. The employee departing on secondment may depart earlier than the proposed date by taking accumulated recreation leave. Such arrangements would be at the discretion of the Head of Element who has authority to approve such leave.

3.3 Management of Employment Costs

Secondments within Australia

The University has the preference to manage the employment costs through following practices:

- Griffith University continues to maintain the employee's employment terms and conditions during the secondment with the host institution responsible to reimburse the employment costs via a Finance.
- The host institution assumes full responsibility of the employee salary and pay for the term of secondment. The University employee will be placed on leave without pay. It is expected that the host institution will maintain the equivalent of the employee's base salary including salary increments and scheduled increases as outlined in the relevant Enterprise Agreement.

Under normal secondment procedures where Griffith University remains the paying authority, the employee would continue to pay their contribution and the University would recover its share of the payment from the host institution.

In the case of leave without salary or where the host institution becomes the paying authority, the seconded member would need to make suitable arrangements so that payment to their superannuation policy is not interrupted. The University would continue to make payments which would be reimbursed by the seconded member.

Additional employment related oncosts such as payroll tax, workers' compensation, leave loading and provision for long service leave would be paid by Griffith University and reimbursed by the host institution on a regular invoice system e.g. monthly or three monthly.

3.4 Recruitment Expenses

Where an employee is to be replaced during the term of their secondment and a temporary appointment made, it would be necessary to advise the host institution of the costs involved at the time of initial negotiations. If such costs are considerable, it is the responsibility of the host institution to make a contribution towards recruitment of a temporary employee.

The costs are likely to be variable as it may be possible to rearrange the duties of other employees to cope with the secondment. For periods up to one year it may be possible to:

- temporarily upgrade another employee
- provide a fractional appointment
- provide a fixed term appointment
- second an employee from another institution or use the services of an academic member on study leave from another institution.

For periods beyond one year, it may be necessary to recruit an employee on a fixed term appointment. If a recruitment agency is required to fill the position, Griffith University and the host institution may negotiate the reimbursement of these costs.

3.5 Leave Entitlements and Accruals

Leave (Annual, Sick and Long Service) entitlements will continue to accrue where the employee is not on a leave with pay arrangement. Where the employee is employed by the host institution, the relevant terms and conditions of the employment will apply.

It may be necessary for a seconded member to take their recreation leave in accordance with local policy of the host institution and this situation would be handled on an individual basis by the seconded member.

3.6 Entitlement to Academic Study Program (ASP)

Secondments do not accrue ASP unless it is negotiated as a specific term of the secondment. The employee would normally return to their home institution for a period equal to the secondment before being permitted to proceed on ASP.

3.7 Cost of Removal, Accommodation and Travel

Such costs would be borne by the host institution and suitable arrangements would be made on an individual basis by the seconded member.

3.8 Prior Visits to the Host Institution

If it is necessary for the seconded member to visit the host institution prior to secondment, this must be done with the approval of the Head of Element. Associated expenses should be incurred by the host institution or by another agreement.

3.9 Secondments Overseas

In addition to the matters for consideration outlined above, there may be a more complex set of conditions which apply to overseas secondments and such details as education allowances,

allowances for children, annual leave entitlements, clothing, equipment etc may need to be considered.

The length of secondment may be of a longer term than for secondment within Australia and it is envisaged that each case would be examined on its merits and the resulting secondment contract would need to reflect the additional conditions necessary.

3.10 Approval Procedure

The employee should provide the Head of Element with a formal request for secondment to their Head of Element which covers details of the administrative considerations as outlined in this Policy

The Head of Element will consult with the relevant Executive Group member and the HR Business Partner on:

- whether the request should be considered
- whether further investigation and discussion is needed
- the level of such examination
- an assessment of the University demands during the period of the proposed secondment; and
- any budgetary implications.

Following the outcome of these deliberations the Head of Element will make a formal recommendation to the relevant Executive Group member, who will consider and approve the secondment.

Once approved the Head of Element will forward the approval to the Human Resources to ensure the appropriate changes are made with respect to the employment of the secondee.

4.0 Definitions

The delegate is as listed in the [Delegations Register](#), as amended from time to time.

For advice and support contact policy@griffith.edu.au for Governance and Operational policy documents.

5.0 Information

Title	Secondment of Staff to Other Institutions Procedure
Document number	2023/0001124
Purpose	This Procedure outlines the key requirements, considerations and process to enable the employee and manager to make an informed decision when approving a secondment.
Audience	Staff
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Policy advisor	Head of HR Business Partnering
Approving authority	Director, Human Resources

6.0 Related Policy Documents and Supporting Documents

Legislation	N/A
Policy	Academic Studies Program Policy

Delegations Policy
Industry Exchange Fellowships
Talent Acquisition Policy

Procedures

Delegations Procedure
Delegations Register
Fixed Term Part Time Appointment with Supplemented Superannuation
Procedure
Talent Acquisition Procedure

Local Protocol

How to Prepare a Direct Appointment/ Secondment

Forms

N/A
