Secondment Policy and Procedure

June 2018

Working Together

History of Changes

Version	Description of Change	Authored by	Date
1.1	No changes	Debbie Kerr	March 2015

1. Introduction

Secondment arises where there is an arrangement for employees to perform different duties from those they are normally employed to do, or they are transferred to a different part of the company or external organisation for a specified period. Sometimes the initiative for secondment will come from the College and sometimes from the employee.

2. Scope

This policy and procedure applies to all members of staff.

3. Key Principles

- The College recognises that secondment is often desirable to give employees wider job experience.

- The merits of each secondment situation together with the impact on existing staffing will however be considered on an individual basis before authorisation is given.

- The College agrees that at the end of any period of secondment initiated by the individual they have the right to return to regular full-time or part-time work where available upon giving the College three month's notice of their intention to return to the College. Every effort will be made to identify a post which is broadly similar in duties, status and remuneration to the job the individual was undertaking immediately prior to going on the secondment. However employment situations change. Any post which is no more than one grade below that in which the individual was employed prior to commencement of the secondment will be deemed to be suitable alternative employment, the rejection of which will not entitle the individual to a redundancy payment. Where no post is identified normal redundancy procedures will apply.

- Where the secondment has been initiated by the College, the individual has the right to return to their original job or an agreed suitable alternative post with similar terms and conditions. Where a suitable alternative post cannot be agreed and the original post no longer exists, normal redundancy procedures will apply.

4. Responsibilities

4.1 The Senior Management Team is responsible for overseeing compliance with this policy's principles.

4.2 The Head of HR is responsible for the implementation of this policy.

4.3 All staff are responsible for ensuring compliance with this policy.

5. Related Documents

Redundancy Policy and Procedures

6. Review

This policy will be reviewed every three years or earlier should the need arise.

Procedure

1. Where seconded posts are advertised internally any member of staff interested should submit an application form to the HR Department and will be considered for the post.
2. Where the seconded post is with an external organisation, any member of staff interested should discuss the viability of the situation first with their line manager before submitting an application.
3. Should an internal vacancy filled by a secondee become permanently available at the end of the period of secondment the post will be re-advertised and the secondee may apply.
4. Where secondments are for over six months a re-induction programme will be required to manage the return of the secondee to their donor department. The purpose of this is to:
   • Bring the secondee up to date with developments and in their role in particular
   • To refresh job-specific skills, if necessary

Equality Impact Assessment

What positive and negative Impacts do you think there may be from this Proposal on Groups' ability to use the College services?

Policy: Secondment Policy and Procedure

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
This policy is implemented equally for all staff. The positive impact it may have is to ensure that all staff are treated equally regardless of any protected characteristic.	None

Actions taken to alleviate any negative Impacts:

No negative impacts

Recommendations:

Updated policy to be adopted

From the outcome of the Equality Impact Assessment, have negative impacts been identified for race or other equality groups?

No

Has a full Equality Impact Assessment been recommended?

Yes ☐

No x

Reason for recommendation:

No negative impacts

Status:	Approved JCC
Policy Dated:	June 2018
Author:	Head of HR and Development
Review Date:	June 2020
Equality Impact Assessed:	March 2015