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<th>Name of Policy</th>
<th>Interim Policy on Secondment to or from an External Institution</th>
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<td>Description of Policy</td>
<td>This policy outlines the arrangements for formalising secondment arrangements to or from ACU in relation to external institutions.</td>
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- **New Policy**
- **Revision**

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**Personnel Relations and Equal Opportunity Directorate**

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1. **Background Information**

This policy has been developed to support arrangements to formalise the secondment of staff ‘to’ and ‘from’ the University in relation to an external organisation.

2. **Definitions**

2.1 “**Secondment**” is an arrangement whereby a person is temporarily transferred to a host organisation whilst continuing to be paid by and remaining an employee of their employing organisation. An organisation receiving a secondee will normally be invoiced by the employing organisation for the services provided by the secondee.

2.2 “**Exchange**” is an arrangement whereby a person is temporarily seconded to a host organisation, and a replacement person from the host organisation, is seconded to the substantive organisation.

2.3 “**Secondee**” means the person being seconded.

2.4 “**Employing organisation**” means the employing organisation from which the secondee is drawn.

2.5 “**Host organisation**” means the organisation to which the person is seconded.

2.6 “**Authorising Officer**” means a delegated officer within an organisation who is authorised to approve a secondment arrangement.

3. **Policy Statement**

The University recognises that benefit for a person and the University can be gained from the secondment of a person either ‘to’ or ‘from’ the University. Benefits can include the:

- sharing of expertise across organisations;
- development/fostering of cross organisational links;
- provision of expertise to address temporary skill gaps in an organisation; and,
- career development through the enrichment of their professional experience.
4. **Policy Purpose**

This policy outlines the arrangements to be undertaken to formalise secondment of a person(s) either ‘to’ or ‘from’ the University.

5. **Application of Policy**

5.1 This policy applies to all continuing and fixed-term staff members of the University, who have normally completed at least three years continuous service with the University and are not on a period of probation.

5.2 Typical secondment arrangements entered into at the University include:

5.2.1 an ACU staff member is seconded to work in another organisation; or,

5.2.2 a person from another organisation is seconded to work at ACU; or,

5.2.3 an ACU staff member is seconded to work at another organisation, and in exchange a person from that organisation is seconded to work at ACU.

5.3 Secondment arrangements should normally be established for no greater than 1 year.

5.4 Where there is scope for the arrangements to be extended beyond the current term, a review must occur prior to the expiry of the current term as a precursor to formalising arrangements for any future term between the University and the other organisation.

5.5 A secondment term for a period of more than 2 years or any consecutive periods, including any extension which brings the total secondment period to more than 2 years, may be granted subject to the staff member agreeing in writing to:

5.5.1 becoming unattached from their substantive position at ACU allowing it to be filled substantively; and,

5.5.2 normally returning to a position at their original campus, except in Sydney where they may be required to return to a suitable position at either Mount Saint Mary Campus or MacKillop Campus, or returning to a suitable position at any other campus if one is available and the staff member so requests; and,

5.5.3 being placed in an equivalent position at the substantive classification level held prior to commencement of the leave, or if such a position is not available, returning to an
available position for which they are qualified and suited and which is nearest in status and remuneration at or below their previous substantive salary. If this is a lower graded position, the staff member will be paid the salary attached to that position until such time that a suitable position at their previous substantive grade becomes available and provided this is within 52 weeks of their return to duty. If so placed within this period the staff member’s salary will recommence immediately at that substantive level. If a position at their substantive grade is not identified:

- the staff member will be offered the position at the lower grade and if accepted, confirmed at that grade and thereafter paid at that salary level; or,
- the staff member may be offered a severance benefit calculated in accordance with the relevant University severance provisions.

For the purpose of this section, any secondment period over 12 weeks shall be regarded as satisfying the relevant notice period required by the University.

5.6 The period of secondment for an academic staff member should normally correspond with semesters to ensure minimum disruption to teaching and research programs.

5.7 Exploration of a secondment by the proposed secondee or representative of the University must not commit the University to the proposal prior to formal approval.

5.8 Requests for the University to enter into a secondment arrangement should be submitted for consideration to the relevant Executive Staff member, with full details of the proposed secondment arrangements, including:

- the person(s) and organisations involved;
- a description of the position being seconded to;
- the period of the proposed secondment;
- the suitability of the secondee for the position and any replacement person;
- the proposed benefits to the person and the University;
- financial arrangements (including salary, on-costs for payroll tax, superannuation, annual leave loading, long service leave, workers compensation insurance and any financial assistance); and,
- any other relevant matters pertaining to the arrangements.

5.9 Requests for an ACU staff member(s) to be seconded to another organisation will normally only be approved where it is demonstrated in a formal proposal that the activities to be undertaken at the other organisation are consonant with the staff member's substantive duties and responsibilities at the University.
5.10 The local Personnel Relations & Equal Opportunity Consultant should be consulted to provide advice on the proposed arrangements prior to the Executive Staff member recommending that a proposed secondment arrangement be considered by the Core Planning Group member for approval. Once approved, written advice from an Authorised Officer of the other organisation confirming their wish to proceed with the proposed secondment arrangements will need to be provided to the University prior to the secondment commencing.

5.11 Once the approval of the relevant Core Planning Group member and the Authorising Officer from the other organisation is received, the University will prepare an Agreement to formalise the secondment arrangements.

5.12 The Agreement will formally set out the conditions of secondment and contractual arrangements between the University and the other organisation, including:

- Application of seconding institution’s policies and procedures on the secondee during the term of the secondment.
- Payment arrangements (such as salary, PAYG tax, on-costs for payroll tax, superannuation, annual leave loading, long service leave, workers compensation insurance, GST, invoicing);
- Legislative compliance arrangements (such as induction, immigration requirements, workers compensation, industrial coverage);
- Company compliance arrangements (such as financial assistance, employment service and leave arrangements, position description, professional indemnity, health insurance, supervision, applicable policies and procedures); and,
- Contract arrangements (such as termination, variation, dispute settlement and applicable law).

5.13 The Agreement will formally set out the substantive employment conditions applicable to an ACU staff member on secondment including:

5.13.1 Time spent on an approved secondment at another organisation up to 2 years will count as service at the University.

5.13.2 A staff member on secondment will maintain her/his substantive position at the University, except where they have been unattached from their position under section 5.5 of this policy.
5.13.3 Leave will continue to accrue in accordance with conditions of employment applicable to the staff member’s substantive position. The staff member will be required to apply for leave in accordance with the practices of the University, and approved by the staff member’s ACU supervisor following consultation with the host supervisor.

5.13.4 All annual leave accrued during the secondment must be taken prior to resumption of duty with the University.

5.13.5 Long service leave will not normally be granted during a period of secondment.

5.13.6 Unless otherwise agreed by the parties, the secondee will normally only access the Personal Leave entitlement available during the term of the secondment.

5.13.7 A secondee continues to be subject to the policies and procedures of her or his employing institution unless agreed to the contrary. However, a condition of secondment to be included in an agreement established under section 5.12 shall be that a secondee to the University shall be subject to the policies and procedures of ACU.

5.13.8 A secondee is normally responsible for their own travel and other incidental costs.

6. Approvals

All decisions in relation to the application of this policy must be in accordance with the University Staffing Delegations.

7. Policy Review

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Personnel Relations and Equal Opportunity.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for secondment arrangements in their work area. Should further advice be needed, they should contact the Personnel Relations Consultant responsible for their campus.