

# SECONDMENT AND EXCHANGE PROCEDURE



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## 1 PURPOSE

- 1.1 This procedure outlines how employee secondments, exchanges and temporary project roles are managed at CQUniversity.

## 2 SCOPE

- 2.1 This procedure applies to employees of CQUniversity.
- 2.2 This procedure applies in the following circumstances:
- secondments and exchanges within the University, including wholly owned businesses and between campuses including regional, metropolitan and overseas
  - secondment and exchanges of CQUniversity employees to other organisations, and
  - secondment of individuals from external organisations into the University.

## 3 PROCEDURE

- 3.1 Opportunities for employees to participate in secondments, employee exchanges and temporary project roles benefits both employees and the University through improved relationships between participating work units, enhanced understanding of needs and aspirations, the promotion of a sense of University unity and the opportunity for employee development and skill enhancement. Where such secondments or exchanges occur with external organisations/industries, it also assists to build links and relationships.

## Eligibility

- 3.2 Internal secondments apply to continuing employees who temporarily perform the duties of another position instead of their own and whereby the employee is not required to perform the duties of their substantive position. In all circumstances, appropriate skills/qualifications or the ability to quickly acquire same would be a requirement.
- 3.3 Continuing employees are not eligible to participate in secondments within the first 12 months of appointment to their substantive position, except where a secondment will be beneficial to University operations. In this case, approval to release an employee for secondment to another position may be granted on a case-by-case basis by the substantive supervisor and head of organisational unit.
- 3.4 Fixed term employees are not eligible to participate in secondments. If a fixed term employee applies for another fixed term appointment and is successful, the employee will be required to relinquish the current fixed term position to take up the new fixed term appointment.
- 3.5 An employee exchange is where two employees swap roles for a defined period of time. Such roles should be at commensurate levels and provide a professional development opportunity for both employees, or an opportunity for cross unit cooperation or collaboration.
- 3.6 Employees required to temporarily perform duties of a higher classification level while undertaking duties of their substantive position will be covered under the [Higher Duties Policy and Procedure](#).

## Applicability

- 3.7 All secondments and exchanges must be based on mutual agreement between affected parties (e.g. employee, head of organisational unit, receiving organisation/industry (for external secondments or exchanges)).
- 3.8 Where it has been identified via the performance review process that an employee would benefit from an opportunity to participate in a secondment, exchange, or temporary transfer to a project role within the University as a professional development opportunity and the position is for less than six months, such secondment may occur without a formal recruitment process (where two or more people have the same opportunity identified, a selection process may be required).
- 3.9 Supervisors requiring to fill a position for six months or longer via a secondment will be required to advertise the position internally in accordance with the [Recruitment and Selection Procedure](#).
- 3.10 Periods of secondments/exchanges will not exceed 12 months. Any period of secondment that exceeds 12 months will require the additional approval of the Director People and Culture (or nominee).
- 3.11 Should an extension to the secondment or exchange be required, reasonable notice will be provided to the parties involved. An extension must be mutually agreed by the employee and the releasing and receiving work units/organisation.
- 3.12 All secondment/exchange arrangements must be documented in writing and specify that an employee resuming duty after a period of secondment shall return to their substantive position.
- 3.13 Where organisational change occurs, which may affect the substantive position of an employee who is on secondment/exchange, the University shall make every reasonable effort to consult with the employee about the impact of the changes.
- 3.14 An employee on secondment/exchange will only be permitted to return to work in their substantive work unit earlier than their nominated date for return to work with the agreement of the head of the organisational unit (Dean/Director/Head) and approval of the Director People and Culture (or nominee). Matters that would be considered include budgetary provisions, backfilling arrangements, including fixed-term contracts that may need to run to conclusion, or other associated matters.
- 3.15 All annual leave, flex and time off in lieu (TOIL) accrued during the period of the secondment must be taken prior to returning to the substantive work area.

- 3.16 The University's Grievance Resolution Procedures as outlined in the [Enterprise Agreement](#) provides a mechanism for dealing with disagreements in respect to these procedures.
- 3.17 The secondment will include both University and employee superannuation at the specified classification in accordance with the relevant superannuation trust deed.

### **Secondments and exchanges within the University, including wholly owned businesses and between campuses**

- 3.18 Employees should seek agreement with their supervisor and head of organisational unit prior to applying for and/or accepting a position on secondment.
- 3.19 All internal secondments will be processed by the People and Culture Directorate.
- 3.20 In the case of a secondment to a different CQUniversity campus, any costs associated with relocation will be met by the employee. Only in exceptional circumstances and on a case-by-case basis, will the University consider financial assistance. Supervisor must seek advice from the People and Culture Directorate prior to any agreement being made.

### **Secondment and exchanges of employees to other organisations**

- 3.21 A proposal in writing from an employee should be forwarded at least three months (or earlier if possible) prior to the commencement of the proposed secondment/exchange through the head of organisational unit to the Director People and Culture. The proposal should include the purpose and justification of the secondment, proposed timeframes and specify that it is the expectation that the secondee will return to the University at the end of the secondment/exchange.
- 3.22 After the proposal has been received, the head of organisational unit and Director People and Culture will consider the merits of the proposal. If supported, the details of any secondment/exchange agreement will be negotiated and agreed to between the School/Directorate and the host organisation.
- 3.23 A letter from the proposed host organisation, including the agreed terms and conditions of employment, must be provided before final approval will be granted. Secondments/exchanges will be approved only if there are clear benefits to the University, is in no way financially disadvantageous to the University and the activities to be undertaken at the host organisation are complementary to the employee's present responsibilities or future career opportunities with the University.
- 3.24 The host organisation will be invoiced for the following costs:
- salary
  - employer's superannuation contribution
  - payroll tax
  - annual leave loading
  - workers' compensation (expressed as a percentage of salary)
  - provision for annual and long service leave accrual (expressed as a percentage of salary)
  - administrative costs (expressed as a percentage of salary), and
  - any removal costs, rent assistance and other allowances negotiated between the secondee and the host organisation.
- 3.25 The University will not be involved in meeting the costs of a secondment/exchange unless the secondment/exchange has been initiated by the University.
- 3.26 Unless otherwise specified, an employee on secondment/exchange will continue to accrue leave with the University. The host organisation should advise the University if leave is to be taken whilst on secondment/exchange and the appropriate leave booking will be made with the balance deducted from the leave accrual. If insufficient paid leave is available, the employee will be placed on leave without pay and the host organisation will be invoiced for the reduced salary cost.

- 3.27 If circumstances change and the employee does not intend to return to their substantive position at the end of the secondment/exchange, the employee must notify the University as soon as possible, with a minimum notice period as per the termination guidelines within the [Enterprise Agreement](#).

### **Secondment from external organisations into the University**

- 3.28 Where an individual is proposed to be seconded from an external organisation, a copy of their curriculum vitae and work history will be reviewed as part of the secondment process. Where appropriate, reference checks will also occur to ensure skills and experience match the needs of the University.

### **Payments to individuals**

- 3.29 Payments to individuals during secondment may be treated in either of the following ways:
- the releasing organisation may continue to pay the individual, plus associated on-costs, and invoice the University for reimbursement, or
  - the releasing organisation may grant the individual an unpaid absence for the stated period and the University will employ the individual directly. In those instances, secondment into the University is by appointment to the University and normal appointment processes must be followed.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 4.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.
- 4.2 Any proposed changes to this procedure will be made via consultation with the Joint Consultative Committee.

### **Reporting**

- 4.3 No additional reporting is required.

### **Records management**

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## **5 DEFINITIONS**

- 5.1 Terms not defined in this document may be in the University [glossary](#).

### **Terms and definitions**

**Secondee:** a person who performs the duties of another position for a specified period of time.

## **6 RELATED LEGISLATION AND DOCUMENTS**

[Central Queensland University Enterprise Agreement 2017](#)

[Higher Duties Policy and Procedure](#)

[Recruitment and Selection Procedure](#)

## 7 FEEDBACK

7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

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Notes	This document was formerly known as the Secondment Policy and Procedure (last approved February 2003) and the Secondment Procedure (last approved 04/12/2012).