



Staff Secondment Policy

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	EIS
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1 Introduction

Properly arranged and managed secondments can be constructive and beneficial to the College and staff. Secondments should be designed to enable secondees to enhance their skills and knowledge of particular areas of work that are relevant to their current or future role.

Secondments may be undertaken for posts within the College (internal secondments) and may also be undertaken externally with other employers (external secondments).

2 Eligibility

All employees will have access to this Policy and no application for a secondment will be unreasonably refused.

An employee interested in a secondment should discuss this with their line manager to discuss the implications and request their permission to apply and/or undertake the secondment opportunity.

3 Purpose

Secondments may be undertaken for a variety of purposes, such as:

- Personal/professional development for the employee
- For the delivery of a project
- Use of skills and experience in another area
- Cover for absence
- As a tool for succession planning

4 Duration

A secondment will be for a minimum of one calendar month and a maximum period not normally exceeding two years. A formal review will be required annually, with continuation being subject to agreement that it is in the interest of the organisation (and host organisation if an external secondment).

A secondment may be ended early for exceptional service/operational reasons. The relevant notice period, as stated in the secondment agreement, will apply in this circumstance.

5 Return to Substantive Employment

Where a secondment lasts for one calendar year or less, the secondee will be entitled to return to their substantive post – i.e. the post which they vacated. Where a secondment lasts for longer than one calendar year, then discussions will take place with the secondee to effect a return to a post which enjoys no less favourable salary

and terms and conditions than those previously enjoyed in their substantive post – i.e. there will be no guarantee of return to the role which they vacated.

6 Secondment Agreement

Staff should discuss the implications of the secondment with their immediate line manager and seek their permission and support for this

All external secondments must be approved by the Principal prior to any commitment being made. A minimum of 4 weeks' notice must be given prior to the planned start date, but note that the preferred amount of notice would be the statutory amount of notice, as stated in the secondee's contract of employment (i.e. up to three months notice).

Before a secondment takes place, a tripartite contract must be drawn up by a member of the HR Team. The tripartite contract should cover the following areas, as a minimum:

- the nature of the secondment post;
- key objectives and learning points;
- duration of secondment;
- supervision of personal and professional development;
- communication and review arrangements;
- salary/grade structure appropriate to the seconded post;
- name of secondee;
- name and address of seconded organisation;
- duration of secondment;
- commencement and termination dates;
- notice period for the secondment, by any of the parties;
- address of the location of the seconded post;
- job title;
- hours to be worked;
- name of supervisor;
- absence records and recording;
- job description;
- conditions of service;
- financial arrangements; and
- arrangements for payment of expenses.

The tripartite contract must be signed by the secondee and both managers.

The secondment arrangements must make clear the terms and conditions under which the secondee will return to the organisation.

7 Terms and Conditions of Employment

For employees who undertake internal secondments the applicable terms and conditions of the seconded post will apply. It is therefore essential that the employee fully understands the implications on their pay and terms and conditions.

For employees who undertake external secondments the secondment's applicable terms and conditions must be fully discussed and agreed and agreed between the three parties (seconded, College and hosting organisation) and must be explicitly stated in the secondment agreement. Whilst on external secondment, the seconded's continuity of employment with West Lothian College will be maintained.

8 Financial Arrangements

The Finance Department is responsible for reclaiming costs associated with external secondments. The College will calculate the recharge in conjunction with Payroll and the external host organisation (if applicable). This will consist of gross pay, employer's national insurance, employer's superannuation and any other allowances to which the seconded is entitled. Any additional actual costs incurred will also be recharged. Standard VAT will be charged on the total value of the invoice, where appropriate.