

# INTERNAL SECONDMENTS AND TRANSFERS PROCEDURE

## SCOPE

This procedure applies to all academic and professional fixed-term and continuing staff of Monash University, herein collectively referred to as 'you' for the purpose of this procedure.

This procedure does not apply to casual or sessional staff or adjunct or conjoint appointees.

Secondments and transfers intended for trades and services staff should be referred to Workplace Relations.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#). Links to relevant clauses are included in the definitions of this procedure.

## PROCEDURE STATEMENT

The purpose of this procedure is to describe the process and management of internal secondments and transfers at Monash University ('us', 'our' or 'we'). Secondments external to Monash (outbound or inbound) are managed under the [Secondments \(External\) procedure](#).

### 1. Secondment and transfer opportunities

1.1 We recognise that internal secondments and transfers provide staff with professional development opportunities, foster cross-organisational knowledge and collaboration, and address resourcing issues by drawing on the broad skills and expertise of our existing workforce.

1.2 Secondment and transfer opportunities may arise for you as a result of a:

- resignation;
- period of extended leave; or
- project.

#### Secondments

1.3 Internal secondments involve voluntarily moving into the same or higher HEW level role for a period between 3 and 12 months. Where you are required to fill a role at a higher HEW level for less than 3 months, a [Higher Duties Allowance](#) may apply.

1.4 Secondments:

- apply to professional staff only;
- are temporary;
- assume you will return to your substantive role at the agreed conclusion of the secondment; and
- are usually regarded as personal and professional development opportunities and should therefore match your development goals as identified in your performance development plan.

1.5 During a secondment, your substantive role will become temporarily vacant.

#### Transfers

1.6 Internal transfers apply to both professional and academic staff and involve moving to the same-grade position at the same fraction.

1.7 Transfers may be permanent or temporary and cannot extend beyond the end-date of an existing fixed term contract. Where you are transferred into a position with a longer duration, a new appointment will be processed.

1.8 For permanent transfers, the new position becomes your substantive role and your original position becomes vacant.

## 2. Initiating arrangement

- 2.1 Where a need arises to second or transfer an internal staff member into a vacant position, the hiring manager will:
- ensure that the position has been established by the appropriate delegated authority;
  - confirm that funding is available; and
  - liaise with their HR Business Partner to determine whether there are any current recruitment restrictions or related issues that need to be considered.
- 2.2 If a suitable internal candidate has already been identified, the hiring manager will notify their HR Business Partner of the proposed arrangement. If an existing staff member has not yet been identified, the position will be advertised in accordance with the [recruitment of fixed-term and continuing staff procedure](#).
- 2.3 Following selection of a suitable staff member, the HR Business Partner will determine whether the proposed arrangement meets the definition of a secondment or transfer. If not, an appointment can only be made by following the relevant recruitment procedure. If you are a staff member considering a secondment opportunity, you should communicate your intentions to your supervisor as soon as possible.

## 3. Provisional approval

- 3.1 Once the appropriate arrangement has been determined, the hiring manager must obtain provisional approval from the staff member's substantive supervisor and head of unit. The supervisor and head of unit will consider:
- the operational needs of the area;
  - the staff member's current performance;
  - the skills, experience, relevance and benefit to the staff member's role;
  - the staff member's career and development needs;
  - a release date (to be within four weeks of the arrangement being confirmed);
  - the end date of a secondment; and
  - any additional matters.
- 3.2 The terms of the secondment or transfer must be agreed to by both Heads of Unit. In some instances, if agreement cannot be reached, management prerogative will prevail in allocating resources and ensuring that the operational requirements are met.
- 3.3 Following provisional approval from the substantive area, the hiring manager must discuss the requirements and terms of the secondment or transfer with the identified staff member.
- 3.4 Once the terms have been agreed to by all parties, the hiring manager will notify their HR Business Partner of the details by email.
- 3.5 If a request for a secondment is not accepted, you may seek further advice from your HR Business Partner.

## 4. Processing arrangement

### Secondments

- 4.1 Monash HR will administer the secondment and send the completed job request electronically via Rex to the head of unit of the receiving area for approval.
- 4.2 Following approval, Monash HR will issue a secondment letter to the staff member electronically through Rex. Staff are required to electronically accept the offer of secondment.

### Transfers

- 4.3 Monash HR will administer the transfer and issue a transfer letter to the staff member electronically through Rex.

## 5. During arrangement

- 5.1 During the period of a secondment or temporary transfer, the head of unit for the substantive position is responsible for continuing to adhere to any change notification and consultation requirements regarding that substantive position.
- 5.2 Any request to extend a secondment or temporary transfer arrangement will require mutual agreement by both Heads of Unit.

## 6. Breach of procedure

- 6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Head of Unit	A head of an academic or organisational work unit, for example head of school, head of department or where applicable, a person acting as their nominee.
Hiring manager	The manager responsible for filling the vacancy, usually the supervisor of the position.
HR Business Partner	A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
Enterprise Agreement	The Enterprise Agreement means the <a href="#">Monash University Enterprise Agreement (Academic &amp; Professional Staff) 2019</a> . Clauses relating to this procedure include: <ul style="list-style-type: none"> <li>• <a href="#">Clause 24 – Intercampus Work, Travel and Transfers</a></li> </ul>
Rex	Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash staff and visitors. Rex is also used to manage the online application process for other University programs and initiatives.
Secondment	For the purposes of this procedure, occurs when a professional staff member voluntarily fills a temporary vacancy at the same or a higher HEW level as a professional development opportunity. A secondment to a position at the same level and time fraction may also be compulsory (refer to <a href="#">clause 24</a> ).
Staff member	A person employed by the University who has an ongoing or fixed term contract under the terms of the Monash University Enterprise Agreement.
Transfer	Occurs when a professional or academic staff member is transferred to a permanent or temporary position at the same level (refer to <a href="#">clause 24</a> ). The staff member leaves their substantive position to transfer into the new position. The transfer may be temporary or permanent, at the discretion of the University.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting schedules	
Associated procedures	<a href="#">Recruitment of Fixed-Term and Continuing Staff</a>
Legislation mandating compliance	
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