

# SECONDMENTS (EXTERNAL) PROCEDURE

## SCOPE

This procedure applies to all fixed-term and continuing professional staff ('you') at Monash University's Australian campuses ('us', 'our' or 'we').

## PROCEDURE STATEMENT

This procedure provides guidance and clarity to in the facilitation and management of external secondments, which allow the sharing of expertise across organisations, career development opportunities, enhanced industry engagement and commercialisation and the development of cross-organisational links and relationships.

We define external secondments as either of the following:

- an external person seconding **into** the University (**inbound**); or
- an internal staff member seconding **out** of the University to another organisation (**outbound**).

**Exclusions:** University staff moving from one internal position to another internal position are managed under the [Secondments and Transfers \(internal\)](#) procedure.

## 1. External secondment opportunities

1.1 An external secondment opportunity may arise for you when:

- a work unit needs to replace staff for a fixed term period;
- learning opportunities arise for us and yourself;
- staffing for additional temporary projects cannot be found from within existing staff; or
- an external organisation seeks a fixed-term appointment from Monash.

1.2 External secondments may be initiated by you or us or from an external organisation and will be either inbound or outbound.

## 2. Outbound secondments

2.1 An outbound secondment will occur if you are seconded **out** to another organisation (e.g. you are seconded to CSIRO).

### Applications (outbound)

2.2 Talk to your supervisor about an external secondment opportunity and provide a proposal in writing which should include:

- the purpose (which should justify endorsement);
- the nature of the external secondment; and
- a letter of support from the external organisation.

### Supervisor and head of unit consideration

2.3 Your supervisor discusses the external secondment proposal with the head of unit. Your supervisor and head of unit will consider the following:

- eligibility for an external secondment opportunity;
- the operational needs of the area;
- your current performance;
- the skills, experience, relevance and benefit to your role;
- the benefit to us; and
- your career and development needs.

Advice may be sought from Monash, HR.

## Secondment not endorsed

- 2.4 If your supervisor does not support the secondment, they will notify you in writing. There is no right of appeal to a supervisor's decision.

## Secondment endorsed

- 2.5 Where a secondment is endorsed by both the supervisor and head of unit, the supervisor will inform the relevant HR Business Partner.
- 2.6 The HR Business Partner will ensure all the secondment conditions are met and will also send instructions to the Office of the General Counsel to prepare contractual arrangements.

## Terms and conditions of secondment drafted and reviewed

- 2.7 The Office of the General Counsel will review and prepare contractual arrangements for your secondment, liaising with Monash HR, Workplace Relations for terms, conditions and recording the impending secondment.

## Finalising the agreement

- 2.8 The Office of the General Counsel will forward documentation to the HR Business Partner to arrange for your signatures of all parties and return to the Office of the General Counsel.
- 2.9 Monash HR will administer your variation of employment letter and record relevant details.
- 2.10 The terms and conditions must be finalised and signed prior to commencement (unless otherwise agreed by the Office of the General Counsel).

## Conclusion of the external secondment

- 2.11 We may request you to provide a brief written summary of your experience and learnings at the end.
- 2.12 You will normally return to your substantive position at the end of the agreed secondment period.

## 3. Inbound secondments

- 3.1 An inbound secondment will occur if you are an external person seconded **into** the University (e.g. a member of CSIRO is being seconded to us).

### Applications (inbound)

- 3.2 The external organisation should liaise directly with the supervisor of the relevant work unit.
- 3.3 The supervisor, head of unit and external organisation discuss the opportunity giving consideration to:
- the operational needs of the area;
  - the skills, experience of the representative;
  - the relevance and benefit to the organisation; and
  - the benefit to us.

Advice may be sought from Monash, HR.

## Secondment not endorsed

- 3.4 Should the external secondment not be endorsed/agreed to by the head of unit then they or the supervisor will notify the organisation in writing.

## Secondment endorsed

- 3.5 Where endorsed/agreed by the head of unit, either the supervisor or head of unit will inform their HR Business Partner.
- 3.6 The HR Business Partner will ensure all the secondment conditions are met and will also send instructions to the Office of the General Counsel to prepare contractual arrangements.

## Terms and conditions of secondment drafted and reviewed

- 3.7 The Office of the General Counsel will review and prepare contractual arrangements for your secondment, liaising with Monash HR, Workplace Relations for terms, conditions and recording the impending secondment.

## Finalising the agreement

- 3.8 The Office of the General Counsel will forward documentation to the HR Business Partner to arrange for your signatures of all parties and return to the Office of the General Counsel.
- 3.9 Monash HR will record relevant details and arrange the relevant [Request for SAP ID](#) form to be completed.
- 3.10 The terms and conditions must be finalised and signed prior to commencement (unless otherwise agreed by the Office of the General Counsel).
- 3.11 The supervisor must ensure that an appropriate induction is provided for the secondee, which will include mandatory compliance training.

## 4. Secondment conditions

- 4.1 The secondee (both inbound and outbound) will be bound by the terms and conditions specified in the secondment agreement.
- 4.2 If you are on a fixed-term contract and wish to enter into an outbound secondment arrangement, you must be employed on a contract that extends up to or beyond the end date of your proposed secondment.
- 4.3 External secondments are for a maximum period of 12 months unless otherwise agreed.
- 4.4 For outbound secondments, you will continue to accrue leave entitlements in accordance with the conditions of employment applicable to your substantive position.
- 4.5 Where a secondee is on a multiple engagement, the combined fraction of employment must not exceed 100%.
- 4.6 The secondee will continue to be subject to and is required to comply with our policies and procedures.

## 5. Responsibilities

### The Office of the General Counsel

- 5.1 The Office of the General Counsel is responsible for:
- reviewing the legal terms of the secondment; preparing/reviewing the terms and conditions of the agreement for both inbound and outbound secondments;
  - liaising with Monash HR on the terms and conditions of the agreement, where necessary;
  - submitting the agreement to Monash HR to obtain signatures.

### Monash HR

- 5.2 Monash HR is responsible for:
- providing advice
  - providing assistance in reviewing, organizing, monitoring and finalising secondment opportunities.
  - notifying the Payroll Services Team, Monash HR in writing (copying in the HR Business Partner and HR Business Support) of the pending secondment.
  - administering the variation of employment letters for outbound secondments.

## DEFINITIONS

Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.
Supervisor	The person who is responsible for the day-to-day supervision of the staff member.

## GOVERNANCE

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Conflict of interest</a></li> <li>• <a href="#">Mandatory compliance training</a></li> <li>• <a href="#">Secondments and transfers (internal)</a></li> </ul>
Legislation mandating compliance	<p><b>Federal Legislation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Privacy Act 1988 (Cth)</a></li> </ul> <p><b>State Legislation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Privacy and Data Protection Act 2014 (Vic)</a></li> </ul>
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