

Monash University Procedure

Procedure Title	<u>Secondments and Transfers</u>
Parent Policy	Workforce Management Policy
Date Effective	1 October 2015
Review Date	3 years from effective date
Procedure Owner	Executive Director, Monash HR
Category	Human Resources
Version Number	3.0
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	This procedure applies to all academic and professional fixed-term and continuing staff employed by the University. It does not apply to casual or sessional staff or adjunct or conjoint appointees.
Purpose	<p>The University recognises that internal secondments and transfers provide professional development opportunities, foster cross-organisational knowledge and collaboration, and address resourcing issues by drawing on the broad skills and expertise within the University's existing workforce.</p> <p>The purpose of this procedure is to provide guidance and clarity to all staff in the facilitation and management of internal secondments and transfers.</p>
PROCEDURE STATEMENT	

1. Supervisor determines whether there is a suitable internal candidate for a vacancy
 - 1.1. Where a vacancy arises as a result of a resignation, period of extended leave, secondment, project or other reason, the supervisor will:
 - ensure that the position is still required and if so, that it has been established by the appropriate delegated authority;
 - ensure that funding is available; and
 - liaise with their HR Business Partner to determine whether there are any current recruitment restrictions or related issues that the supervisor will need to consider in filling the position.
 - 1.2. This procedure will apply if the position is to be filled by a suitable internal candidate. If no existing staff members are identified, the position will be advertised in accordance with the [Recruitment, Selection and Appointment Procedure, Recruitment of fixed-term and continuing staff](#).

Monash University Procedure

2. HR Business Partner advises whether the proposed arrangement is a secondment or transfer

2.1. If a suitable internal candidate is identified, the supervisor will notify their HR Business Partner of the proposed arrangement. The HR Business Partner will then determine whether the proposal meets the definition of a secondment or transfer in accordance with the table below. A secondment or transfer may arise when:

- an eligible existing staff member has already been identified for the role; or
- the position is advertised and an eligible existing staff member is selected to fill the role.

A secondment:	A transfer:
<ul style="list-style-type: none"> • applies to professional staff only; • involves a staff member moving into the same or higher HEW level role for a fixed term period of no less than three months and a maximum period of 12 months (for a period of less than three months a higher duties allowance other than a secondment will apply); • can occur through an advertised or non-advertised recruitment process; • is temporary; • assumes the staff member to return to his/her substantive role at the agreed conclusion of the secondment; and • is normally regarded as personal and professional development opportunities and should therefore match the staff member's development goals as identified in his/her performance development plan. <p>During a secondment the staff member's substantive role becomes temporarily vacant.</p>	<ul style="list-style-type: none"> • applies to professional and academic staff; • involves a staff member moving to the same-grade position at the same fraction (as per clause 21.2 of the Enterprise Agreement); • may be permanent or temporary at the discretion of the University; and • does not extend a fixed-term contract (if a staff member moves into a position with a longer fixed-term duration the process is a new appointment). <p>For a permanent transfer, the new position becomes the staff member's substantive position and his/her original position becomes vacant.</p>

2.2. If the proposal does not meet the above definition of a secondment or transfer, an appointment can only be made by following the relevant recruitment procedure.

2.3. If the proposal meets the above definition of a secondment or transfer and the staff member is a trades and services staff member, refer to Workplace Relations.

2.4. In the event that the staff member is being seconded or transferred within the same unit, please proceed to step 4 of this process.

Monash University Procedure

3. Heads of unit agree to the terms of the secondment/transfer

Initial Communication

- 3.1. Reflective of the University's ethical values and principles, it is recommended that all staff initiate conversations regarding potential secondments as soon as possible.
- 3.2. Staff members considering a secondment opportunity, should communicate their intentions to their supervisor as soon as possible. This conversation may also involve the head of unit.

Communication between heads of unit

- 3.3. When a head of unit becomes aware of a potential secondment or transfer to or from the work area he/she should initiate a conversation with their counterpart in the other relevant work area as soon as possible to discuss:
 - 1. the feasibility of the secondment or transfer;
 - 2. agreement regarding a release date, within at least four weeks of confirmation of the arrangement;
 - 3. agreement regarding the end date of a secondment; and
 - 4. any additional matters.
- 3.4. A head of unit may seek advice from their HR Business Partner in regards to the above matters as appropriate. 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.
- 3.5. It is a condition of a secondment or temporary transfer that the staff member will be presumed to return to his/her substantive position at the conclusion of the secondment or temporary transfer. The commencement date and end date of a secondment or temporary transfer will form part of the agreement between the heads of unit. Any request to extend a secondment or temporary transfer arrangement will require the heads of unit to repeat the above discussion.
- 3.6. During the period of the 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.
- 3.7. If a request for a secondment is not accepted, a staff member may seek further advice from his/her HR Business Partner.

Heads of unit notify the HR Business Partner

- 3.8. Once the above terms have been agreed to, the head of unit of the receiving area will notify their HR Business Partner of the details by email.

4. The HR Business Partner facilitates the secondment or transfer

- 4.1. The HR Business Partner will enter the information regarding the requirements for the position of either the secondment or transfer in Rex. The table below shows how the Recruitment Support Team in the HR Operations Centre will finalise the appointment through Rex.

Monash University Procedure

A secondment:	A transfer:
<ol style="list-style-type: none"> 1. The HR Recruitment Team will forward the completed Job Request electronically via Rex to the relevant approvers, including the head of unit of the receiving area. 2. The head of unit of the receiving area will approve the secondment in Rex. 3. The HR Recruitment Team will then issue a secondment letter to the staff member electronically through Rex. 4. The staff member will accept the offer for secondment by clicking 'Accept'. 	<p>The HR Recruitment Team will issue a transfer letter to the staff member electronically through Rex.</p>

5. Responsibility

Individual staff members

- 5.1. Individual staff members are responsible for communicating their intentions regarding a proposed secondment or transfer to their supervisor as soon as possible.

Supervisors

- 5.2. Supervisors are responsible for:
- complying with relevant recruitment procedures and approval requirements;
 - liaising with their HR Business Partner to current recruitment restrictions or related issues; and
 - in conjunction with their HR Business Partner, ensuring proposals to appoint a suitable internal candidate meet the definition of a secondment or transfer as outlined in this procedure.

Heads of unit

- 5.3. Heads of unit are responsible for initiating communication with their counterpart in the other work unit as soon as they are aware of a potential secondment/transfer and discussing the terms of the arrangement.
- 5.4. Heads of unit of a receiving area are also responsible for notifying their HR Business Partner of the terms and details of the arrangement via email.

Monash HR

HR Business Partner

- 5.5. The HR Business Partner is responsible for:

Monash University Procedure

- ensuring proposals to appoint a suitable internal candidate meet the definition of a secondment or transfer as outlined in this procedure;
- referring proposed secondments or transfers of trades and services staff to Workplace Relations; and
- entering information regarding the requirements for the position into the Job Request.

HR Recruitment Team, HR Operations Centre

5.6. The HR Recruitment Team in the HR Operations Centre is responsible for:

- finalising the detailed information in the Job Request;
- ensuring the secondment/transfer has been approved by all the relevant approvers
- issuing a secondment/transfer letter to the staff member; and; using the appropriate template to generate a secondment/transfer letter.

Responsibility for implementation	
Status	Revised
Approval Body	Name: Executive Director, Monash HR Date: Date approved Author:
Definitions	<p>Head of unit: is a 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.</p> <p>Higher duties: occur when a professional staff member is required to act in a position of higher classification than that which the staff member occupies for a period of three months or less, or part of that position. Higher duties are distinct from secondments and consistent with clause 79 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014, may attract a higher duties allowance. Note that clause 79.9 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 only applies to a staff member receiving a higher duties allowance.</p> <p>Hiring manager: is the manager responsible for filling the vacancy, usually the supervisor of the position.</p> <p>HR Business Partner: is 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.</p> <p>HR Operations Centre: is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.</p> <p>Relevant Enterprise Agreement: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise</p>

Monash University Procedure

	<p>Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University, except for those staff on Australian Workplace Agreements.</p> <p>Rex: is Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash employees and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.</p> <p>Job Request: is the on-line form used to communicate the requirements for a particular position to HR for action.</p> <p>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 clause 21 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014). At the conclusion of the secondment the staff member will ordinarily return to his/her substantive position and receive entitlements applicable to the substantive position. Note that clause 79.9 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 only applies to a staff member receiving a higher duties allowance. Secondment does not apply to an academic staff member.</p> <p>Staff: A person employed by the University who has an ongoing or fixed term contract under the terms of the Monash University enterprise Agreement.</p> <p>Transfer: occurs when a professional or academic staff member is transferred to a permanent or temporary position at the same level (refer to clause 21 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014). 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.</p>
Legislation Mandating Compliance	
Related Policies	<ul style="list-style-type: none"> • Recruitment, Selection and Appointment Procedure - Recruitment of fixed term and continuing staff
Related Documents	<p><u>EA Agreements</u></p> <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 - Clause 21 <p><u>Documents</u></p> <ul style="list-style-type: none"> • Recruitment Guidelines • Secondment and Transfers Process Map (Under Review)