

# Staff Secondment Guideline

RMIT University is a public University and stands on Aboriginal Country of the Kulin Nation. RMIT recognises and acknowledges the laws of Bundjil, the Kulin Nation's ancestral creator, who travels as an eagle hawk. These laws help all RMIT staff to respectfully work, live and study on Aboriginal country.

## Purpose

A secondment is the temporary transfer of an employee to a second position. The process is triggered by a current / transferring manager to fill a vacant position due to:

- An employee requesting for long-term leave
- An employee termination/resignation
- An internal transfer for an employee
- A new short-term position for an employee becoming available

Staff secondments provide development opportunities that benefit both the individual staff member and the University. The overarching goal of a secondment is to facilitate opportunity for movement of our staff into new roles internally where existing skills can be sharpened, and new skills can be developed.

RMIT University values and acknowledges the potential benefits that secondments can provide for all.

This guideline provides information to staff and managers on how to manage secondments within RMIT University, while also supporting:

- Career mobility and development opportunities for current employees
- Enhanced capability and performance, through the acquisition of new skills, experience, and knowledge
- Building of networks within RMIT
- Promotion of a more mobile and flexible workforce to enable the best use of skills and resources
- Improvement of RMIT's prospects of retaining our staff as an Employer of Choice
- Achievement Relative to Opportunity [guideline](#)
- Commitment to diversity, inclusion and equal opportunity

## Scope

Fixed term and continuing staff members of RMIT University, RMIT Training and RMIT Online.

## Exclusions

Casual staff and agency staff/contractors.

## Process Guideline

| Process   | Responsibility  | Timeline                 |
|---|---|--------------------------|
| <b>Identifying secondment opportunities</b><br>A secondment opportunity can arise when: <ul style="list-style-type: none"> <li>work units need to replace staff for a fixed term period</li> <li>staffing for additional fixed term projects cannot be found from within existing staff</li> </ul> It is encouraged that staff members are selected for secondment through an advertised recruitment process which needs to be in line with the Recruitment and Selection Guideline. Managers also choose to issue an Expression of Interest or directly appoint into the role. Consult the Direct Appointment Guideline for further information.   | Manager / staff member  | Prior to vacancy         |
| <b>Notifying managers</b><br>Through the staff secondment process, staff are encouraged to have conversations with their manager of the substantive position to notify them of their interest in the secondment opportunity.<br>Potential interest in internal promotion or mobility opportunities should be discussed as part of their career development conversations.<br>Managers are encouraged to be supportive if the secondment supports development for the individual and the University.   | Staff member/ manager of the substantive position/ new manager    | During recruitment phase |
| <b>Managing internal secondments:</b><br><b>Compensation for less than three months</b><br>Short-term secondments in the same work area to a higher position of less than three months can be managed as Compensation. The manager of the substantive position needs to approve a Compensation with the People Team.<br><br><b>Secondments over three months</b><br>Secondments are managed by the 'add additional job' process in Workday in which an additional position is assigned to an employee's worker profile in Workday. A seconded employee still holds their original (substantive) position to return to. If the role requires backfilling, an identical new position is created as a fixed-term role to recruit against.<br><br><b>How do I initiate a secondment?</b> <ul style="list-style-type: none"> <li>To initiate a secondment for an employee, managers will need to raise a job requisition and go through the recruitment and onboarding process.</li> <li>Once an employee applies to a secondment and is successfully hired, both the receiving Manager and transferring manager will be required to complete a checklist. Refer to the 'Complete Secondment transfer checklist for managers' guide for more information</li> <li>Visit Service Connect: <a href="#">Change Job Details: Secondments</a> for further important information and support.</li> </ul> | The People Team/ manager of the substantive position/ new manager | Before secondment        |

|  |   |  |
|--|---|--|
| <b>Superannuation</b><br>If the staff member continues to be employed by RMIT, RMIT pays the superannuation employer contribution and recovers these as on-costs.  | Staff member/<br>manager of the<br>substantive<br>position and the<br>People Team | Before<br>secondment                             |
| <b>Managing secondments</b><br><b>Induction</b><br>The usual principles of induction apply to the secondee.<br><br><b>Monitoring</b><br>The secondment needs to be detailed in the staff member's development plan.<br>The secondment duties also need to be incorporated in the staff member's Talent and Performance Plan (where the secondment is internal).<br>For a short secondment of up to six months, the manager of the substantive position is responsible for the secondee's annual talent and performance plan and staff development. If the secondment is for more than six months, responsibility is transferred to the new manager, unless different arrangements are negotiated. In this case the arrangement should be noted in writing.<br>It is the new manager's responsibility to update the manager of the substantive position about any changes to the secondment arrangement. This includes any proposal to change the length of the secondment or to offer a further secondment period. Both managers need to agree on any changes to the secondment.<br><br><b>How do I extend or end a secondment?</b><br>As a fixed term secondment approaches its end date, a Workday notification is triggered to their manager at the following intervals: <ul style="list-style-type: none"> <li>• 105 days before the contract end date</li> <li>• 45 days before the contract end date</li> <li>• 15 days before the contract end date</li> </ul> The manager should have a conversation with the employee's 'home' (substantive) manager and decide to extend or end the employee's secondment.<br>To extend or end the secondment, complete and submit the <a href="#">Extend or End Secondment Position form</a> .<br>Once the service request has been actioned the next steps will be communicated so it is important to monitor your email and Workday Inbox for further tasks awaiting your action.<br><br>Visit Service Connect: <a href="#">Change Job Details: Secondments</a> for further important information and support.<br><br><b>Evaluating</b><br>At the end of the secondment, the secondee will review progress against the recorded objectives of the secondment with the new manager and their substantive manager. Both managers will conduct talent and performance plan reviews as appropriate. | Manager of the<br>substantive<br>position/ New<br>manager                         | At the<br>beginning of<br>secondment/<br>ongoing |

|   |  |  |
|---|--|--|
| <p><b>Termination of the secondment</b></p> <p>All staff members will revert to their substantive role and classification at the end of their secondments.</p> <p>The secondment can be terminated by either the staff member or the new manager; or the University by:</p> <ul style="list-style-type: none"> <li>giving four weeks written notice (internal secondment)</li> </ul> <p>The notice may be given in lieu (in full or part) by the University provided any overall loss in remuneration during that period is topped up.</p>  | <p>Manager of the substantive position/ New manager/Staff Member</p> | <p>Four weeks or as per agreement</p>                        |
| <p><b>Returning from secondment</b></p> <p>It is the manager of the substantive position's responsibility to contact the staff member at least four weeks before the end of the secondment. It is recommended that this process commence earlier where possible. This is to arrange the return from secondment to the substantive position or to another position at the substantive classification.</p> <p>In some cases, staff may need to relinquish their substantive position. If so, on return to RMIT the work unit is obliged to place the staff member in a suitable position at their substantive classification and salary.</p> <p>Normal salary incremental progression will apply.</p> | <p>Manager of the substantive position</p>                           | <p>Minimum four weeks prior to the end of the secondment</p> |

## Supporting policy

- Employee Lifecycle Policy

## Supporting resources

- Service Connect: [Change Job Details: Secondments](#)
- Recruitment and Selection Guideline
- Induction Guideline
- Casual Employment Guideline
- Direct Appointment Guideline
- Achievement Relative to Opportunity (ARtO) Guideline