

# Staff Secondment Guideline

## What is it?

A secondment is the temporary transfer of an employee to another position within the employee's current RMIT employing entity for a fixed period of time.

Scenarios for when a secondment can apply include but are not limited to:

- Backfilling the position of another employee on long-term leave e.g. maternity leave, long service leave, long-term sick leave
- Backfilling the position of another employee who has terminated/resigned whilst the position is being recruited for or to complete key activities
- Backfilling the position of an employee on an internal transfer for a fixed period of time
- Backfilling an internal secondment or an international assignment of an employee
- A new short-term position becoming available

Staff secondments provide development opportunities that benefit both the individual employee and RMIT. 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 values and acknowledges the potential benefits that secondments can provide for all, in line with the principles outlined in the Achieve Relative to Opportunity guideline.

This guideline provides information to employees and managers on how to manage secondments within RMIT, 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 employees as an Employer of Choice
- [Achievement Relative to Opportunity guideline](#)
- Commitment to diversity, inclusion and equal opportunity

## Who is it for?

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

## Exclusions

Casual staff and agency staff/contractors.

Where an RMIT group employee from another RMIT entity location is considered for a staff secondment, the Global Mobility Guideline will apply given there are tax, social security/pension, immigration, and relocation considerations for cross-border work. The People Global Mobility team must be consulted at the initial stages of the process to allow sufficient time for developing a cost estimate, seeking advice from external advisors (where required), any immigration-related processes, which can be a lengthy process depending on the type of visa required and any logistical arrangements.

## Process Guideline

Process	Responsibility	Timeline
<p><b>Identifying secondment opportunities</b></p> <p>A secondment opportunity can arise when:</p> <ul style="list-style-type: none"> <li>• Business areas/teams need to replace or engage employees to fill a position for a fixed term period</li> <li>• staffing for additional fixed term projects cannot be found from within existing team</li> </ul> <p>It is encouraged that employees are selected for secondment through an advertised recruitment process which needs to be in line with the Recruitment and Selection Guideline. Managers may also choose to conduct an Expression of Interest or directly appoint into the role. Consult the Direct Appointment Guideline for further information.</p> <p>Where an RMIT group employee is considered for a staff secondment from another RMIT entity, consult the Global Mobility Guideline and the People Global Mobility team as soon as possible.</p>	<p>Manager</p>	<p>Prior to vacancy</p>
<p><b>Recruitment Process</b></p> <p>Prior to applying for a secondment (or any internal opportunity) the employee is encouraged to have conversations with their current manager expressing their interest in the secondment opportunity.</p> <p>Potential interest in internal promotion or internal mobility opportunities should be discussed as part of their career development conversations.</p> <p>Managers are encouraged to be supportive if the secondment supports development for the individual and RMIT.</p> <p>As general advice, the employee should have been within their substantial role for 12 months prior to applying for a secondment.</p> <p>Where an employee is successful in being appointed into a secondment, the employee, new manager and current manager should discuss and agree on a release date and transition plan. Release timelines should not be greater than four weeks unless mutually agreed.</p>	<p>Employee/ current manager n/ new manager</p>	<p>During recruitment phase</p>

<p><b>Managing staff secondments:</b></p> <p><b>Compensation for less than three months</b> Short-term secondments in the same work area to a higher position for a period of three months or less are to be managed as Higher Duties. The manager of the substantive position needs to approve a Compensation Change with the People Team.</p> <p><b>Secondments over three months</b> 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 for the period the employee is on secondment.</p> <p><b>How do I initiate a secondment?</b></p> <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 for 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
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<p><b>Managing secondments</b></p> <p><b>Induction</b> The usual principles of induction apply to the secondee.</p> <p><b>Monitoring</b> The secondment duties need to be incorporated in the employee's Development and Performance Plan (where the secondment is internal). For a short secondment of up to six months, the manager of the substantive position is responsible for the secondee's annual Development and Performance plan . 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. 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.</p> <p><b>How do I extend or end a secondment?</b> As a fixed term secondment approaches its end date, a Workday notification is triggered to their manager at the following intervals:</p> <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> <p>The manager should have a conversation with the employee's 'home' (substantive) manager and decide to extend or end the employee's secondment. To extend or end the secondment, complete and submit the <a href="#">Extend or End Secondment Position form</a>. 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.</p> <p>Visit Service Connect: <a href="#">Change Job Details: Secondments</a> for further important information and support.</p> <p><b>Evaluating</b> 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 development and performance plan reviews as appropriate.</p>	<p>Manager of the substantive position/ New manager</p>	<p>At the beginning of secondment/ ongoing</p>
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<p><b>Termination of the secondment</b></p> <p>All employees will revert to their substantive role and classification at the end of their secondments.</p> <p>The secondment can be terminated by either the employee or the new manager; or RMIT 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 RMIT provided any overall loss in compensation during that period is topped up.</p>	<p>Manager of the substantive position/ New manager/ employee</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 employee 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. 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>

## More Information

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

## Document history

Version	Effective date	Authority	Author
1.0	20 December 2021	Employee Lifecycle Policy	Executive Director, Human Resources
2.0	26 April 2024	Employee Lifecycle Policy	Performance and Reward team