

Policy Title: **Secondment**

Policy Owner: Director, Human Resources

Keywords: Temporary Appointment

Policy Code: PL122 / hr007

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1. INTENT

This policy describes the management of secondment arrangements between the University and external organisations.

Edith Cowan University (ECU) supports secondments to and from the University where it is deemed to be mutually beneficial for the University, the host / home organisation and the secondee. ECU may negotiate and agree to employment arrangements that involve the deployment of staff that will enhance the operation of the University, establish business relationships and contribute to the sharing of expertise and knowledge for the benefit of all parties.

It is essential that throughout relevant processes where decisions are being made, due regard is given to the University's commitment to equity and the building of an agile and internationally competitive workforce that reflects the diversity of its community.

2. ORGANISATIONAL SCOPE

This policy applies to all ECU staff.

3. DEFINITIONS

TERM	DEFINITION
Home Employer	The organisation which is the secondee's substantive employer prior to secondment
Host Employer	The organisation the secondee is deployed to
Inward Secondment	Involves an external organisation's staff member working at ECU

Outward Secondment	Involves an ECU staff member working for an external organisation
Secondee	the employee being seconded and who is subject to the terms and condition of the secondment agreement
Secondment	a secondment takes place when an ECU staff member works in an external organisation OR when an external organisation’s staff member works at ECU for an agreed period of time. At the completion of the agreed period of time, the employee returns to his / her “Home Employer”

4. POLICY CONTENT

4.1 Principles

- 4.1.1 A secondment must have a direct benefit for the University.
- 4.1.2 No formal commitment should be made between the parties without consultation with Human Resources.
- 4.1.3 A secondment arrangement requires the approval of ECU in accordance with [HR Delegations](#).
- 4.1.4 Secondment appointments and the associated terms and conditions must be formally defined in a letter or agreement that is signed in accordance with the [HR Delegations](#) and other parties prior to the commencement date of the secondment.
- 4.1.5 All inward secondees to ECU will be subject to and must abide by the statutes, policies, and procedures in place at the University, and by any lawful directions for the duration of the secondment, unless otherwise agreed between the parties.
- 4.1.6 At the completion of the secondment, the secondee will return to his / her substantive employment with the “Home Employer”.
- 4.1.7 The duration of the secondment is negotiable but normally in the order of 12 – 36 months.
- 4.1.8 Where a secondment is for a period longer than 12 months there must be a review mechanism built into the agreement, preferably on an annual basis.
- 4.1.9 ECU may terminate a secondment prior to the secondment end date.
- 4.1.10 Secondees will be responsible for their own travel and other incidental costs.

4.2 Formal Agreement

All secondments will be established by an agreement between ECU and the external organisation. Early termination of the secondment prior to its completion date will require at least four weeks notice.

4.3 Excise of Leave

Employees engaged on secondment will be required to excise all annual leave accrued during the secondment period prior to the cessation of the secondment.

4.4 Recording Purposes

All secondment arrangements will be recorded in the University's Human Resource Information System (HRIS).

4.5 Salary & Entitlements

4.5.1 The "Host Employer" will be responsible for payment of the salary and on costs, unless otherwise negotiated.

4.5.2 Generally an inward secondee's classification level and or salary will be determined by the substantive position of the secondee as classified by the "Host Employer", unless otherwise negotiated.

4.6 Occupational Safety and Health (OSH)

Where an outward secondment from ECU is established the "Host Employer" must provide a signed statement in writing notifying ECU to the effect that the "Host Employer" will provide a safe work environment and will comply with the appropriate OSH legislative requirements for the duration of the secondment. This statement should be included as part of the agreement or terms and conditions.

4.7 Intellectual Property

Any secondment agreement involving intellectual property should be made with reference to [Intellectual Property, co002](#). The secondment agreement should address the respective rights and responsibilities for the parties related to any Intellectual Policy resulting from the secondment appointment.

4.8 University Property

All secondees supplied with University property at the commencement of the secondment for the purpose of completing tasks associated with the secondment, must upon completion of the secondment or upon request by the University return all property which is in their possession to the University.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director, Human Resources, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Intellectual Property, co002](#)
- [HR Delegations](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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