

Policy Title: Internal Temporary Appointments

Policy Owner: Director, Human Resources Service Centre

Keywords: Administration; Human Resources

Policy Code: PL191 / hr168

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1. INTENT

To provide the framework in which Internal Temporary Appointments of existing University employees are managed in an effective manner.

Subject to organisational requirements, line managers may support opportunities for employees to be temporarily released from their substantive positions to pursue internal temporary appointments, where these will benefit the employee and University.

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 ongoing and fixed-term employees of Edith Cowan University.

3. DEFINITIONS

TERM	DEFINITION
Employee	Ongoing or fixed-term academic or professional staff employee
Home work area	The work area where the employee is substantively employed
Host work area	The work area to which the employee is attached for the Internal Temporary Appointment
Line Manager	The employee's line manager
University	Edith Cowan University

4. POLICY CONTENT

4.1 Reasons for an Internal Temporary Appointment

4.1.1 An Internal Temporary appointment must have direct benefits for the University

4.1.2 An internal Temporary appointment is intended to provide an employee with an opportunity to broaden and develop skills or abilities, and provide professional experience in other areas.

4.1.3 The need to develop skills or gain experience as identified within the University's Management for Performance process, or identified and agreed to by the employee's line manager.

4.2 Application for Internal Temporary Appointment

4.2.1 An employee who is considering an application for an Internal Temporary appointment opportunity must get consent from their line manager for their candidacy before proceeding with an application for the possible appointment.

4.2.2 The line manager may refuse an application from an employee or a Host work area for the employee to take up an Internal Temporary appointment.

4.2.3 The timing of the release of an employee to take up an Internal Temporary appointment is subject to agreement between the line manager and the host work areas.

4.2.4 Fixed-term contract employees will only be approved to undertake an Internal Temporary appointment in exceptional circumstances.

4.2.5 In all circumstances the duration of the Internal Temporary appointment will not extend beyond the expiration of a fixed-term contract.

4.3 Release

4.3.1 Prior to the commencement of the Internal Temporary appointment the line manager nominee from the prospective host work area will contact, discuss and reach agreement with the line manager or nominee from the home work area on a suitable release date for the employee.

4.3.2 The release will be subject to any agreed terms and conditions, which may include:

- a.** a confirmed end date for the Internal Temporary appointment;
- b.** any transitional arrangements required of the employee prior to or during their Internal Temporary appointment (e.g. finalisation of work commitments, training of replacement employee);
- c.** the requirement for agreement to reduce, extend or otherwise alter the Internal Temporary appointment;
- d.** recording and maintaining matters related to Management for Performance;
- e.** existing approved leave commitments, or future leave requests; and

f. any other matter as discussed and agreed.

- 4.3.3** Unless otherwise agreed by the home work area line manager, release will normally require a minimum of four (4) weeks notice.
- 4.3.4** At the conclusion of the Internal Temporary appointment the employee will return to their substantive position within their home work area, unless otherwise agreed between the employee and the line manager of the home and host work areas.
- 4.3.5** Unless otherwise agreed by the line manager of the home work area the employee will not resume in their substantive position until the agreed end date of their Internal Temporary appointment.
- 4.3.6** Should the Internal Temporary appointment cease earlier than agreed the line manager of the host work area will be responsible for the management of the employee until the agreed end date, unless the line manager of the home work area otherwise agrees for the employee to return to their substantive position.

4.4 Term of Appointment

- 4.4.1** Where an employee is absent from their home work area for two (2) years or more due to one or more Internal Temporary Appointments the home work area may, by written notice, direct the employee to return to their substantive position within a specified timeframe of not more than three (3) months in excess of the two (2) year period.
- 4.4.2** An employee can elect to resign from their substantive position at any time during an Internal Temporary Appointment.
- 4.4.3** Where an ongoing employee elects to resign their substantive position to accept an Internal Temporary Appointment, the employee will become a fixed-term contract employee.
- (i) When this occurs, the host work area will become responsible for managing the employee.
- (ii) If at the end of the Internal Temporary Appointment period, the employee is unable to secure further employment, their employment at the University will cease.
- 4.4.4** An employee who resigns their substantive position does so on their own volition, and shall have no right to return to the position and shall not be entitled to a redundancy.

4.5 Other Policies

This policy is consistent with and must be read in conjunction with other appointment and recruitment policies and academic leadership policies.

4.6 Approval for Internal Temporary Appointment

Approvals for Internal Temporary Appointments will be in accordance with the [HR Delegations](#).

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:

- [Academic Leadership Roles, hr127](#)
- [Academic Staff Performance Expectations and Outcomes \(ASPEO\) Framework, hr175](#)
- [Management for Performance System \(MPS\), hr129](#)
- [Recruitment, Selection and Appointment, hr131](#)
- [HR Delegations](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Service Centre
All Enquiries Contact:	Manager, HR Client Services
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8. APPROVAL HISTORY

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