

## SECONDMENTS POLICY

### **PURPOSE**

We recognise that secondments can be an excellent way of staff developing new skills or gaining experience in a different area without having to resign from the Union. This development can be highly beneficial for the individual staff member and the organisation.

This policy explains our approach to secondments as part of our approach to learning and development. We intend that there should be a consistent approach to secondments which ensures that both the member of staff and our Union gain maximum benefit from the arrangement.

### **POLICY**

#### **Context**

Secondments represent an excellent development option which staff or the Union can consider as part of our Learning and Development Policy.

Secondments involve the member of staff working at another organisation, or a different part of their current organisation, for a period of time, with the specific aim of gaining particular skills or a set of experience which can benefit both the host organization and the Union on their return. There is no set time period, but they generally range from three months to one year, and they may be full or part time. Special projects or temporary vacancies can often be filled by a secondment.

#### **Applying for a Secondment**

If you wish to apply for or explore the possibility of a secondment, the following should be explicitly considered:

- What skills or experience will be gained and which of the strands, A, B or C, from the Learning and Development Policy it will fall under.
- How the Union will benefit on your return from the secondment and why this is the best method of achieving that benefit.
- How the secondment would benefit your personal, professional or career development.
- How your role or duties might be covered during your time on secondment.

Your line manager will consider the request with the HR Manager following the process set out in the 'Staff Development Process' map. Note that all secondments will need the permission of the relevant SLG member and the terms and conditions should be checked with HR. This should be done prior to any detailed arrangements being made.

Secondments will be approved via the Staff Development Process in the Learning & Development Policy. In deciding whether a secondment is a viable option, the following will be considered:

- The purpose and objectives of the secondment
- The benefits to both UoNSU and the individual
- Whether the secondment is to an appropriate organisation
- Any other business or operational factors which may be relevant.

### **Terms and Conditions**

During the period of the secondment, the staff member generally works for and is paid by the host organisation. Similarly line management and contractual matters are managed by the host organisation, and the terms should be clarified in advance. These relate to matters including:

- Annual Performance Appraisals and personal development planning
- Notification and management of sickness absence
- Conduct matters
- Annual leave
- Salary
- Pension
- Expenses

Although the Union won't be paying salary or benefits during the period of the secondment, continuous service is maintained.

If the secondment has more beneficial terms and conditions than the staff member's normal role, these will apply during the period of the secondment, but will revert back when the person returns to their role at UoNSU.

### **Contact**

Staff on secondment will be asked to keep in contact with their line manager at agreed points, e.g. monthly or every two months depending on the term of the secondment. Contact is important so that both sides can be kept up to date on how things are going, on any changes that they should be aware of and to ensure that the aims of the secondment are being met.

### **Return from Secondment**

We will look forward to welcoming you back when your secondment ends. We will invite you to share and apply your learning and ideas with the Union and with colleagues so the benefits of the time can be realised.

The intention is that you will return to the same role and the same substantive terms and conditions that you left. In circumstances where things have changed in the meantime, you may return to a position which is as similar as possible and on terms which are no less favourable. If this is not possible you will be subject to the relevant policy.

On your return, your line manager and the HR Manager will carry out the induction activities required to assist your transition back to UoNSU and re-integrate you into the team. These are referenced in our Induction Policy.

**END**