



UNIVERSITY
OF TASMANIA

GENERAL STAFF TRANSFER/SECONDMENT POLICY

LAST REVISED: JANUARY, 2004

1.0 Overview

This policy provides a framework for internal transfers of staff, on a temporary or continuing basis, and for the secondment of staff to other employers for agreed periods. Transfers can provide staff development opportunities to the staff member through enhancement of existing skills or the development of additional skills to support the individual's career development. The University also benefits from the enhancement of the skill base and experience of its staff. Likewise, a secondment of a staff member to another employer for a defined period of time can provide similar benefits to the staff member and also to the University upon the staff member's return to University employment. For the purposes of this policy, "temporary transfers" include secondments.

2.0 Temporary Transfers (including Secondments)

- 2.1** Temporary transfers normally arise following agreement being reached between the releasing school or section, the receiving school or section (or external employer), and the staff member concerned, or, if the transfer is to another position within the school or section, between the head of school or section and the staff member. Each transfer needs to be recorded in writing along with a statement as to the objectives of the transfer.
- 2.2** Temporary transfers must be organised for a specified period, usually of up to six months and normally not more than two years. The period of transfer will not normally be able to be extended or reduced, and can only be extended or reduced by agreement of all parties and recorded in writing.
- 2.3** Unless otherwise agreed, the position vacated by the staff member should be the position to which they return at the end of the period. Accordingly, the vacated position may only be filled on a temporary basis to a date no later than the last day of the temporary transfer period.
- 2.4** It may be agreed between the releasing school or section and the staff member that at the end of the period of temporary transfer the staff member will not return to their previous position, but to another position of equivalent classification. In such circumstances, the releasing school or section must ensure that such a position is available at the end of the period.
- 2.5** Probation provisions do not apply to temporary transfer arrangements.

- 2.6 Annual leave accrued during the period of transfer should normally be taken during the period of transfer to another school or section. If no annual leave is taken during this period, the funds for the accrued leave will be transferred to the releasing school or section at the time of return of the staff member to their school or section concerned.
- 2.7 Any time-in-lieu owing to the staff member should be taken prior to the temporary transfer. Any time-in-lieu accrued during the temporary transfer should similarly be taken prior to the end of the transfer period.
- 2.8 The increment date applicable to the staff member's substantive position will continue to apply. Decisions on incremental progression will be decided jointly by the substantive and current heads of school/section.

3.0 Job rotations or exchanges

Temporary transfers as outlined above also include situations where two or more staff rotate between jobs for a specified period of time. Such job rotations may be within a school or section or may involve staff in more than one school or section.

4.0 Procedures for temporary internal transfers (including job rotations)

- 4.1 A temporary internal transfer may be filled following either internal advertisement or nomination/agreement.
- 4.2 The host school or section shall advise Human Resources of the proposed details for a temporary transfer on either a Request to Appoint or Request to Advertise form including the date of commencement and finishing dates of the period of transfer. A Position Description with Selection Criteria and a completed Pre-Employment Health Report also need to be completed for transfers within the University, along with the statement of the objectives of the transfer.

4.3 ADVERTISING

- 4.3.1 Advertising for a temporary transferee will normally be required where the proposed transfer period is more than twelve months duration. The advertising process will be conducted on the same basis as a normal internal advertisement. Selection of the transferee will be carried out under the University's merit based selection procedures with a selection panel consisting of a minimum of two members, one male and one female.
- 4.3.2 Following the selection process, the releasing school or section must provide Human Resources with written details of the temporary transfer, together with details of the position to which they will return at the end of the transfer period (if it is different to the one being vacated).

4.4 DIRECT APPOINTMENT

- 4.4.1 A temporary transfer can be made by direct appointment where the period of transfer is twelve months or less, and can be made for a longer period with the approval of the Director, Human Resources.
- 4.4.2 The releasing school or section shall provide Human Resources with written details of the proposed temporary transfer prior to its

commencement and details of the position to which the staff member will return at the end of the transfer period (if it is different to the one being vacated).

- 4.4.3 For temporary transfer within a school or section, the school or section shall provide Human Resources with the details of the temporary transfer, including the details as normally required for interdepartmental transfers. Account also needs to be taken of EEO and merit selection principles when a staff member is being considered for a temporary transfer within a school or section.

5.0 Procedures for secondments

- 5.1 Employees, having obtained in-principle consent from their head of school or section, may seek out opportunities for a secondment with another employer in the private or public sector. The period of secondment will not normally be longer than twelve months, but may be approved for periods of up to three years in exceptional cases.
- 5.2 The secondment will need to be formalised in writing and signed on behalf of the University (as in the case of a normal University appointment), and signed by the staff member and on behalf of the external employer.
- 5.3 The releasing school or section shall provide Human Resources with written details of the proposed secondment to enable a secondment agreement to be prepared. This should be accompanied by a statement of the objectives of the secondment and details of the position to which the staff member will return at the end of the secondment period (if it is different to the one being vacated).
- 5.4 The period of the secondment can only be extended by agreement of all parties concerned.

6.0 Temporary transfer database

The Manager, Employment Services will maintain a database of temporary transfers of employees entered into in accordance with this policy framework.

7.0 Lateral movement on a continuing basis

Situations also arise where it is to the benefit of the University and/or the staff member for a staff member to be transferred to another position on a continuing basis. Examples include (i) redeployment where the staff member's position is or will become surplus to operational requirements, (ii) where a staff member has occupied another position on a temporary basis in accordance with this policy and it is agreed that a permanent transfer to the position will be of mutual benefit, (iii) where the staff member is experiencing difficulties with their present job role due to health reasons or other reasons beyond their control, and (iv) to facilitate part-time employment, such as upon return from maternity leave or as a prelude to retirement.

8.0 Transfers at the initiative of the University

Whilst transfers, either on a temporary or continuing basis, will usually be by mutual agreement as outlined above, there may be occasions where the University considers it necessary or desirable to transfer a staff member to an alternative position for operational reasons. In such cases the Deputy Vice-Chancellor will afford the staff

member a reasonable period of notice of transfer and, in the case of a temporary transfer, the staff member will be advised as to the duration of the transfer and the basis upon which the period of transfer may be extended or reduced.

**Approved by the Vice-Chancellor
October 1998**