

# Secondment Procedure

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative – Vice-Chancellor
<b>Accountable Executive - Policy</b>	Chief Operating Officer
<b>Responsible Manager - Policy</b>	Chief People Officer
<b>Review Date</b>	4 July 2028

## Section 2 - Background and Purpose

- (1) This Procedure governs arrangements for secondments within La Trobe University ('the University') and between the University and other institutions or organisations.
- (2) A secondment is a co-operative arrangement between two Schools or Organisational units, or the University and an external organisation, where an individual is temporarily transferred to another position or organisation.
- (3) The University can enter into contracts with other organisations which may include entering into Specific Service agreements (e.g. Health Service Partners) not covered by this Procedure.

## Section 3 - Scope

- (4) This Procedure applies to staff whose managers grant approval to participate in a secondment opportunity.
- (5) Also refer to the [Workforce Management Policy](#).

## Section 4 - Key Decisions

<b>Key Decisions</b>	<b>Role</b>
Approve an internal or external secondment	Vice-Chancellor

## Section 5 - Procedures

### Internal Secondments - Eligibility

- (6) Continuing staff are eligible to apply for any secondment opportunities.
- (7) Casual staff are not eligible for secondments.
- (8) Staff on fixed term appointments are not eligible for secondments.

## **Length of Secondment**

(9) Internal secondments must be a minimum of three (3) months and up to an initial twelve (12) month period and will be reviewed at the conclusion of that period. Up to a further twelve (12) month extension can be negotiated between Hiring Managers.

## **Costs**

(10) Managers must consider all costs, including costs relating to leave, superannuation, workers compensation, payroll tax and administrative costs before discussing secondment proposals.

## **Return to substantive position**

(11) Staff members on secondment will normally return to their substantive positions at the end of the agreed secondment period and no future offer of another position or level can be made prior to the completion of the secondment.

(12) The staff member may resume in their previously held position before the date of expiry of the internal secondment with the approval of the same authorities appropriate to the secondment.

## **Substantive position no longer exists**

(13) In cases of structural changes during the course of the secondment, the substantive position may no longer exist, or be substantially altered.

(14) In such instances, the individual who has been seconded must be included in any consultation process and the area of origin must comply with the redundancy provisions of the [Enterprise Agreement](#).

## **Filling the vacated position**

(15) The vacated position may only be filled on a fixed term basis to a date no later than the last day of the internal secondment period, unless it is agreed between the area of origin and the staff member that at the end of the period of secondment the staff member will not return to their previous position.

## **Probation**

(16) Probation provisions do not apply to internal secondment arrangements.

## **Job Card and Approval**

(17) The area of origin must raise a Job Card for approval advising the details of the internal secondment.

(18) The Job Card (which will go through the relevant workflows, requires final approval from the Vice-Chancellor.

(19) For more information please refer to:

<https://intranet.latrobe.edu.au/human-resources/talent-acquisition-and-remuneration/recruitment/secondments>

## **External Secondments - Remuneration and Benefits**

(20) An external secondment is a temporary movement of a staff member from the University to an outside organisation.

(21) Generally an external secondment initiated by an individual is a period of leave without pay for service and leave purposes. In an external secondment the staff member will be responsible for superannuation payment arrangements as with leave without pay (see [Leave Entitlements Policy](#)).

(22) The receiving institution will pay the salary, travel and other costs of the seconded member.

(23) For secondments initiated by the University see [Paid Additional Work Within the University - Full Time Staff Procedure](#)).

## Section 6 - Definitions

(24) For the purpose of this Procedure:

- a. Seconded: a person who performs the duties of another position for a specified period of time.
- b. Unit Manager:
  - i. Deans or duly appointed delegate;
  - ii. Heads of Department or duly appointed delegate;
  - iii. Supervisors or duly appointed delegate; and/or
  - iv. Managers or duly appointed delegate.

## Section 7 - Authority and Associated Information

(25) This Procedure is made under the [La Trobe University Act 2009](#).

(26) Associated information includes:

- a. [Talent and Acquisition intranet](#)
- b. [Recruitment Policy](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	4th July 2025
<b>Review Date</b>	4th July 2028
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	4th July 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Regan Sterry Chief People Officer
<b>Enquiries Contact</b>	People & Culture +61 3 9479 1234