SECONDMENT GUIDANCE FOR MANAGERS

1.0 INTRODUCTION

1.1 Internal secondments refer to the temporary movement or “loan” of an employee to another part of the University. Employees can be seconded into different parts of the University to enable them to develop skills in a particular area of work that is relevant to their current or future role.

1.2 Internal secondments may be considered for the following reasons:

- The career development of an individual employee,
- The chance for employees to gain new skills or experience adding value to the University,
- Providing employees with the opportunity to work on short term projects,
- Providing cover for short term absences or leave eg maternity, from knowledgeable staff,
- To cover a specific task of limited duration or short term appointment,

1.3 These guidelines apply to those staff holding salaried appointments.

2.0 PRINCIPLES

2.1 Internal secondments may be used when an existing employee applies and is appointed to a fixed term post elsewhere within the University. Secondments will normally be agreed for a defined period up to a maximum period of 2 years.

2.2 All vacancies will normally be advertised internally and externally simultaneously, giving prior consideration to the University’s redeployment policy and in accordance with equal opportunities principles.

2.3 However, for vacancies under 12 months, it may be appropriate to advertise the post internally only across the University, providing existing staff within the University the opportunity to apply for the role on a secondment basis.

2.4 For very short vacancies (6 months and below), it may be appropriate to advertise the post either within the department, faculty/division or across the wider University, providing an opportunity for employees to apply for the role on a secondment basis. The acting up policy may also be considered appropriate for vacancies less than 6 months in duration. Expressions of interest can be sought.

2.5 If agreed by all parties, the secondment maybe extended for a limited time without readvertising e.g. as a result of an extension to maternity leave. However, any extension beyond 2 years will need to be agreed by the Dean/Divisional Director and the Director of Human Resources.
2.6 All temporary vacancies under 2 years in duration will stipulate within the advert that a ‘secondment opportunity may be considered’ for the position.

2.7 For grades 1 – 6, if the secondment was advertised internally and externally under the normal recruitment and selection procedures and the candidate was appointed through open competition then it would, at the managers discretion, be possible to extend or permanently appoint the secondee to the role without having to go through another full recruitment and selection process. For grades 7 and above the role must be advertised internally and externally under the normal recruitment and selection procedures.

2.8 The table below outlines options for how vacancies can be advertised. The recruiting manager with advice from their HR Partner will determine which option is the most appropriate based upon the requirements of the role.
### Advertising Guidelines

<table>
<thead>
<tr>
<th>Vacancy or post required</th>
<th>Recruitment &amp; Selection Option</th>
<th>Redeployment Policy Applies to Employees on Register?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term, 6 months and below</strong></td>
<td><strong>Option 1</strong> Acting up - <a href="http://www.lancaster.ac.uk/hr/total-reward/files/exgr.html">http://www.lancaster.ac.uk/hr/total-reward/files/exgr.html</a></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Option 2</strong> Advertise internally either: a) within the department only* b) across the faculty/division * or c) across the University</td>
<td>No</td>
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<td></td>
<td>* Options a and b via the department/faculty/division requesting expressions of interest</td>
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<td></td>
<td>Option c via advertisement on Stonefish</td>
<td></td>
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<td></td>
<td><strong>Option 3</strong> - Advertise internally and externally under the normal recruitment and selection procedures. Advert will stipulate: ‘secondment opportunity may be considered’</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>6 – 12 months</strong></td>
<td><strong>Option 4</strong> - Advertise internally across the University. Advert will stipulate: ‘secondment opportunity may be considered’</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td><strong>Option 5</strong> - Advertise internally and externally under the normal recruitment and selection procedures. Advert will stipulate: ‘secondment opportunity may be considered’</td>
<td>Yes</td>
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<tr>
<td><strong>More than 12 months</strong></td>
<td><strong>6.</strong> Advertise internally and externally under the normal recruitment and selection procedures. If the vacancy is under 2 years, the advert will stipulate: ‘secondment opportunity may be considered’.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 3.0 APPLYING FOR A SECONDMENT

3.1 An employee wishing to apply for a vacancy under 2 years in duration as a secondee should discuss the matter with their existing Head of Department/Line Manager **before** applying. The Head of Department/Line Manager must consider the request, including how the employee’s existing role can be covered during the secondment period.

3.2 Although employees do not have an automatic right to be released from their substantive role to undertake a secondment, the Head of Department/Line manager should not unreasonably object to releasing the employee, especially if the role allows them to develop their career as defined within their PDR. The Head of Department/Line Manager should give serious...
consideration to the request in order to support the development of the employee. Each case should be considered on its own merits.

3.3 However, it is acknowledged that it may not always be possible to release an employee on a temporary basis, for example if there is urgent work which cannot be covered, or the employee has specialist/technical knowledge or skills that would be very difficult to replace for a limited period.

3.4 If the Head of Department/Line Manager is unable to agree to hold the substantive post open, they should discuss the rationale for the decision with the employee.

3.5 If the request is rejected, the employee may still choose to apply for the vacancy, however, this would be on the understanding that there is no right to return to their substantive role at the end of the fixed term contract.

4.0 RECRUITMENT AND SELECTION

4.1 If the vacancy is being advertised internally and externally, applications from both internal and external applicants should be considered alongside each other and a selection should be made against the person specification for the role in line with the University’s normal processes and practice on recruitment and selection.

4.2 It may be appropriate to “ring-fence” a recruitment and selection process for a short term vacancy (under 6 months) if it is believed that the necessary skills can be obtained from within a specific department/faculty/division.

5.0 THE SECONDMENT AGREEMENT

5.1 If the fixed term post is filled by an internal secondee, a “named appointment” should be submitted through Stonefish and the individual will receive a contract for the secondment. This will specify the specific terms and conditions relating to the secondment and will also stipulate the right to return to their substantive position at the end of the fixed term contract, or on the return of an employee if the post is covering a period of leave.

5.2 All secondees should receive a local induction and orientation into the role and be subject to an initial PDR (and further PDRs as the role progresses).

6.0 EXTERNAL SECONDMENTS

6.1 If an employee wishes to apply for an external secondment, then the principles outlined in section 3 should be applied. Each case will be considered on its own merits.

6.2 However, there is no obligation on the University to pay for pension contributions during the seconded period.

Amended October 2018