

Secondment Policy

Version 2.7

Purpose

This policy sets out the University's arrangements for managing secondments, whether these involve a move into Queen Mary from another organization, out from Queen Mary to another organization or from one role to another within Queen Mary. Its purpose is to ensure that secondments are used appropriately, liabilities are managed, and the requirements of the Recruitment Policy are met in arranging secondment opportunities.

Rationale / Key Principles

Secondments can be a very useful mechanism for providing development opportunities for staff.

Secondments are generally used:

- to deliver a new project or to provide additional support to a project;
- to enable skills transfer to or from another organization, or department of Queen Mary;
- to provide a development opportunity to carry out a specific assignment;
- to assist in the development of skills/knowledge in new areas; and,
- in some situations, to provide cover while a role holder is away or while a full recruitment process is undertaken, where the role offers the opportunity for someone to develop their skills.

Queen Mary encourages managers to consider secondments where practicable as they represent a key way in which the University can support the development of staff. Further information is available on the Organisational and Professional Development pages of the HR website at: [\[insert link\]](#)

Key definitions

Secondment: A secondment is an opportunity for an employee to voluntarily undertake a different role to that of their substantive post for a defined (usually short-term) period, while remaining on the same terms and conditions of employment. Where a secondment is expected to last for more than six months, it is Queen Mary policy that the role is advertised and filled in accordance with the Recruitment Policy.

There are three types of secondment (covered in more detail below):

- **Secondment-Out:** An employee working temporarily in a different organisation whilst retaining their substantive post within Queen Mary;
- **Secondment-In:** A Queen Mary post that is filled temporarily by an employee of another organisation who remains employed by that organisation;
- **Internal-Secondment:** An employee working temporarily in a different role within Queen Mary.

It is also possible for an employee to move to another **fixed-term role on a secondment basis**. There are particular requirements in relation to advertising roles in such circumstances, which are covered below.

Substantive post: All references in this policy to an employee's substantive post relate to the post the employee occupied immediately before moving to a different role on secondment.

Scope

This policy applies to all secondments to which Queen Mary is a party i.e. Secondment-Out; Secondment-In; Internal secondment; and, a member of staff moving to a different, fixed-term role within Queen Mary on a secondment basis.

Secondment-Out

A Secondment-Out involves an employee of Queen Mary voluntarily moving to another role in a different organization for a temporary period. This is usually for a period of, up to, 12 months. Managers should seek guidance from their HR Business Partner, should the Secondment-Out under consideration involve any of the following:

- a period longer than 12 months (or the extension of a Secondment-In beyond a 12-month period, in total); and/or,
- a person with any restrictions affecting their Right to Work in the UK/visa; and/or,
- working outside of the UK for the majority of the working time on the secondment (where advice will also be taken from the HR Global Mobility Manager).

During a Secondment-Out, the employee remains employed by Queen Mary on the same terms and conditions as their substantive post. (For clarity, this includes any pay progression arrangements that would have applied had they remained in their substantive post). At the end of the Secondment-Out, the employee returns to their substantive post.

A formal Secondment-Out Agreement **must** be signed between Queen Mary and the seconding (or “host” organization) to ensure that the legal liability issues are properly covered. A letter describing the arrangements should also be sent to the employee clarifying the Secondment-Out arrangements. HR Operations will be able to provide further advice on this.

Secondment-In

A Secondment-In involves an employee moving into a role at Queen Mary from a different organization for a temporary period. This is usually for a period of, up to, 12 months. Managers should seek guidance from their HR Business Partner should the Secondment-In under consideration involve any of the following:

- a period longer than 12 months (or the extension of a Secondment-In beyond a 12-month period, in total); and/or,
- a person with any restrictions affecting their Right to Work in the UK/visa; and/or
- working outside of the UK for the majority of the working time on the secondment (where advice will also be taken from the HR Global Mobility Manager).

During a Secondment-In, the employee remains employed by the organization where they occupied a post immediately before moving to the role at Queen Mary. At the end of the Secondment-In, the employee returns to their substantive post.

A formal Secondment-In Agreement **must** be signed between Queen Mary and the organization where the employee remains employed. As well as clarifying the legal basis of the secondment, this Agreement will set out expectations for the member of staff undertaking it, including in relation to compliance with key Queen Mary policies and mandatory training. HR Operations will be able to provide further advice regarding the formal Secondment-In Agreement.

Internal-Secondment

An Internal-Secondment involves an employee moving from one role to a different role within Queen Mary for a temporary period. This is usually for a period of, up to, 12 months. Managers should seek guidance from their HR Business Partner should the Internal-Secondment under consideration involve any of the following:

- a period longer than 12 months (or the extension of a Secondment-In beyond a 12-month period, in total); and/or,
- a person with any restrictions affecting their Right to Work in the

UK/visa; and/or,

- working outside of the UK for the majority of the working time on the secondment (where advice will also be taken from the HR Global Mobility Manager).

During an Internal-Secondment, the employee remains employed by Queen Mary on the same terms and conditions as their substantive post. (For clarity, this includes any pay progression arrangements that would have applied had they remained in their substantive post). At the end of the Internal-Secondment, the employee returns to their substantive post.

It is not necessary for a formal agreement to be signed in relation to an Internal-Secondment. However, a Secondment Letter, setting out the arrangements for the secondment (including how all the related costs are to be met) **must** be sent to the employee, with the arrangements having been agreed by the budget holders of both the substantive post and the role to be occupied during the secondment. (It is possible that the same budget holder may be responsible for both roles, where an employee moves on secondment within the same area). HR Operations will be able to provide further advice on this.

Moving to a fixed-term role within Queen Mary on a secondment basis

In addition to the secondment arrangements set out above, it is also possible for a member of Queen Mary staff to move to a different **fixed-term role**, which has been advertised in accordance with the requirements of the Recruitment Policy, on a **secondment basis**. Essentially, this provides for the member of staff to return to their substantive role at the end of the fixed-term secondment. As the substantive post will need to be available for the secondee to return to, such an arrangement **must** have the approval of both the hiring manager and the line management of the substantive role.

Normally, a member of staff interested in moving to another fixed-term role at Queen Mary on a secondment basis should discuss this with their current line management, prior to expressing an interest. If the advert for the fixed-term role does not make clear that it may be available to Queen Mary staff on a secondment basis, it is suggested that this is confirmed with the hiring manager in the first instance.

Staff moving to fixed-term roles (which have been advertised) on a secondment basis will move onto the terms and conditions of the fixed-term role (in accordance with the standard arrangements for an internal appointment) for the duration of the secondment. At the end of the secondment, staff will move back to their substantive roles and will return to the terms and conditions of the substantive role, as if they had occupied it throughout.

Recruitment and approval requirements for all secondments into roles at Queen Mary

Secondments over 6 months' duration:

All secondments into roles at Queen Mary (i.e. Secondment-In; Internal secondment; or, a member of staff moving to a different, fixed-term post within Queen Mary on a secondment basis) of more than 6 months' duration **must** be advertised in accordance with the requirements of the Recruitment Policy. This also applies where a shorter secondment is to be extended beyond a period of 6 months' duration, in total. The requirements of the Recruitment Policy ensure that the necessary authorisation from budget holders for the secondment is obtained.

Secondments of 6 months (or shorter)

It is not a requirement for secondments into roles at Queen Mary of 6 months' duration or under to be formally advertised, but the principles of fairness and equality of opportunity **must** be applied in every case. Guidance is available from the HR Operations team. Line managers will also need to ensure that funding is available for any secondment within Queen Mary, and the secondment is authorised by the budget holder. Authorisation to engage a member of staff on secondment at Queen Mary **must** be obtained from both the Faculty/ Professional Services Directorate and the relevant finance colleague (Finance or the Joint Research Management Office (JRMO)).

It is likely that most secondments within Queen Mary will involve a colleague covering a vacant post for an interim period, and authorisation will usually be straightforward. Budget holders will need to give careful consideration to the full-costs of any secondment that is not to cover a vacant post, and to how these costs are to be met.

It should be noted that staff seconded into a different role within Queen Mary remain on the terms and conditions (including pay) of the substantive post they occupied immediately before the secondment. It is only in circumstances where a member of staff moves into a fixed-term post (which has been advertised) on a secondment basis, as set out above, that the terms and conditions may vary.

Approval for secondments

All secondments to posts within Queen Mary require the following approval:

Organisational approval	Financial Approval
Line manager(s)	Head of School/Institute or Director of PS

Review

This policy will be reviewed at least every three years.