

SECONDMENT POLICY

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Appendix A - External Secondments (Outward) Checklist

1. Introduction

The College is committed to the development of its staff. Secondments are a valuable tool for individual career development and for developing the skills of an organisation.

A 'secondment' is the temporary move or 'loan' of a member of staff in the manner set out in the definitions at paragraph four below.

2. Equality and Diversity

The College treats equality of opportunity seriously and has an equality framework that is applicable to staff in order to promote and ensure equality of opportunity. Implementation of this policy must be clear and transparent and not subject to any unfair discriminatory practices.

Line managers and supervisors are required to familiarise themselves with and understand this procedure.

3. Eligibility

All members of staff will be eligible to request a secondment. It is normally expected that staff will have completed 6 months' service at the date the request is made.

Members of staff will not normally be permitted to undertake a secondment during their probationary period or training and development review period. However, the probation period/training and development review period will count towards the above qualifying period of service for a secondment.

All matters relating to eligibility may be subject to variation at departmental/divisional level.

4. Definitions

There are three secondment types: available as set out below:

- **Internal** (between different College departments/divisions or within the member of staff's own department/division)
- **External Secondment (Outward)** (from Imperial College to an external organisation)
- **External Secondment (Inward)** (from an external organisation to Imperial College)

For all types of secondment, it is essential that all parties are clear about their obligations, expectations, accountabilities and objectives.

In addition to secondment possibilities, subject to eligibility criteria, academic staff are able to request sabbatical leave for academic refreshment to pursue research interests and scholarship or other acceptable activities related to their primary employment by the College. Further information on this is available from the College's [Special Leave Policy](#).

5. Secondment Requests

Members of staff wishing to apply for secondments should discuss this with their line manager prior to making an application. Approval for a secondment must be given by the member of

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staff's current line manager before it can proceed. Should approval not be given, there is no right of appeal against this decision.

Managers should give serious consideration to a request for secondment and where they are unable to approve a request, they should discuss the reasons for this with the member of staff concerned. Whilst allowing staff to take secondments is encouraged it is acknowledged that it will not always be possible to release the member of staff for secondment and hold their substantive role open, for example if there is urgent work which cannot be covered, or the post holder has specialist technical knowledge that would be difficult to replace for a limited period. In these instances managers may wish to give consideration to a part time secondment arrangement.

6. Internal Secondments

The filling of a vacant post by a secondment provides the secondee with an opportunity to broaden their experience and develop further, while retaining the right to return to their substantive post at the end of the secondment period. The acquisition of additional knowledge, skills and experience also adds to the skills base of the seconding department.

6.1 Advertising Internal Secondments

Where considered appropriate, temporary and fixed-term vacancies that arise within the College may also be offered as potential internal secondment opportunities. In such circumstances, the advertisements for such opportunities should state that any internal candidates should discuss the possible secondment with their existing line manager prior to submitting their application. Consideration can then be given to whether the member of staff's existing role could be covered during a secondment.

In some circumstances departments/divisions may advertise a short term internal secondment (less than 12 months) without advertising outside of their department/faculty. This may be appropriate if it is considered that the necessary skills/expertise can only be obtained from within a specific area or if it is pending organisational change to minimise risks of redundancy. It is recommended that the group targeted is kept as wide as possible and all applicants for the secondment opportunity are considered.

6.2 Selecting People for Internal Secondments

Applications from members of staff who wish to explore undertaking the vacancy on a secondment basis, and those from other 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 guidance given in the College's Recruitment and Selection Procedure.

6.3 Internal Secondment Agreement

Where, following the selection process, it is confirmed that an internal vacancy will be covered via an internal secondment, the member of staff who is to be seconded will be issued with a contract for the secondment. This will specify that they will be paid in line with the grade of their new position and be subject to the terms and conditions relevant to the grade. The contract will also state the right to return to their old position at the end of the secondment period or on the return of the member of staff if the post is covering a period of leave.

It should also be noted that if the member of staff is unable to carry out the requirements of the secondment role to a satisfactory standard this may result in an early return to their substantive role.

6.4 During the Secondment

Secondees will maintain their continuous service and annual leave entitlement at the time of the secondment.

Any increments and pay awards due will be made to the substantive post as normal so that the employee returns to the same salary that they would have received had the secondment not occurred.

During the secondment, any proposed additional pay increase in relation to the secondment role should be discussed with the department in which the substantive role is held, if the increase might also impact on the salary package for the substantive role.

Where the seconded post is offered at a higher grade or salary level, cost of living awards and increments will normally be paid in line with the grade of that post, if funds permit (and in any case on a pro rata basis where applicable). On the individual's return to their substantive role, their salary will revert to the appropriate level and any cost of living awards and/or increments applicable to that substantive role will resume with effect from the point of return to the substantive role.

6.5 Management and Communication

On a day to day basis, the member of staff will report to and be managed by the line manager for the seconded post. Any management issues during the secondment will be dealt with in consultation with the substantive department.

6.6 Changes to substantive post during the secondment

In the event that, during the period of the secondment, any changes are proposed to the secondee's substantive position at the College, they would be consulted with in line with relevant College procedures.

6.7 End of the Secondment

Before a secondment is due to finish and the member of staff returns to their substantive post, it is advised that a meeting be arranged between the individual and their line manager (in their substantive post) at least one month prior to the return date. The purpose of the meeting is to ensure that both line manager and individual are up to date with any developments and issues etc. before an individual returns. The meeting might also include clarifying details of role and responsibilities, setting objectives and discussing how any new skills can be used.

7. External Secondments

External secondments (outwards) happen when the College works collaboratively with an external organisation ("Host organisation") that wishes to employ a member of staff with the required expertise from the College for a specific period of time.

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External secondments (inward) happen when the College wishes to employ an individual from an external organisation (“Sending organisation”) who has specific skills and abilities needed to fulfil a particular role or project for a limited period of time.

7.1 External Secondment Agreements

When arranging external secondments it is important that the arrangements and responsibilities of the different parties are made clear. Before the commencement of the secondment, there should be mutual understanding and a written agreement among the three parties (College, external organisation and secondee) as to the nature and terms of the secondment. These agreements must be signed before any secondment takes place.

If a department wishes to set up an external secondment they should ensure that it has been approved by the Head of Department or their nominee as agreed locally, and by the relevant Dean of Faculty (for secondments involving academic staff), or the Faculty Operating Officer/Director (for secondments involving non-academic staff). If it is an outward secondment the College will normally provide the secondment agreement to be signed. If the secondment is inward the external organisation will normally provide the agreement, which will be reviewed by the College’s Human Resources Division prior to acceptance.

8. External Secondment (Outward)

In this instance the member of staff will continue to be employed by the College but be based at the Host organisation for a set time period.

8.1 Terms and Conditions during Secondment

The secondee will maintain the same terms and conditions relating to their employment at the College. Continuous service will be maintained.

During the secondment, the secondee will be expected to comply with the policies and procedures of the Host organisation, as well as those of the College.

On a day to day basis, the secondee will report to and be managed by the relevant manager for the seconded post at the host organisation. Any management issues concerning the secondee will be dealt with by the College in consultation with the Host.

It is expected that secondments will usually be for a maximum period of 2 years, although this will be subject to variation at departmental/divisional level. It is important that the secondee’s substantive role is available for them to return to.

8.2 Pay arrangements

During the secondment, the secondee’s salary will usually continue to be paid by the College, and any increments and pay awards due would be made as normal. The Host organisation would then be invoiced for salary costs, at time periods agreed by the manager.

8.3 Pensions

In advance of the secondment, members of staff are advised to contact the Pensions team to discuss any possible impact on their pension arrangements.

8.4 Leave

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Members of staff will continue to be eligible for sick pay, annual leave and any absence entitlements in accordance with their terms and conditions of service, and shall remain subject to the College's approval and notification procedures.

The Host organisation will be responsible for approval of holiday leave requests made by the secondee, and will provide a record of leave taken to the College. They will also notify College of the secondee's absences from work for any reason, including sickness and maternity/paternity leave etc. Where the secondment is on a part time basis, approval of all leave types should be made in conjunction with the College.

Where the secondee is employed on standard terms and conditions of service linked to a Job family they will be entitled to leave on the College's mandatory leave dates. These dates on which the College is closed are set out on the [College's website](#).

8.5 Eligibility to work

There are special considerations for individuals who require permission to work either in the UK or overseas. Departments must therefore seek advice from their HR representative before considering any secondment.

For those already in the UK and sponsored under the UKVI's Points Based System, where the secondment would result in changes to the individual's duties, remuneration, hours and location, appropriate action must be taken to ensure the implications of these changes are clear both for the sponsored individual and in terms of legal reporting requirements.

For those being seconded into the UK from countries outside, individuals would need to ensure that they have they have the right to work or obtain the relevant permission to work before the start of their secondment.

For those being seconded to countries outside the UK, individuals would need to ensure that they have they have the right to work or obtain the relevant permission to work before the start of their secondment for the country involved. The College's travel insurance policy applies to College employees when travelling abroad on College business for trips not exceeding 12 months in duration. Further information about the policy terms, conditions and exclusions can be obtained from the College Insurance Manager (email: insurance@imperial.ac.uk or telephone 020 7594 8666).

8.6 Insurance and Indemnity

The College's insurance will not normally cover a member of staff who has been seconded to another organisation, therefore the secondee will need to be covered by the Host organisation's insurance policy for any loss, injury and damage caused by or to the secondee.

Secondees working overseas will additionally be covered by the College Personal Accident and Travel insurance providing that the secondment has been notified to the Insurance Manager

8.7 Intellectual Property (IP)

Should the Host organisation's secondment agreement state that the IP generated by the secondee vest with the Host organisation, the secondee is advised to contact the College's Research Office to ensure that they will not be in breach of their core terms and conditions of service with College and that College is able to honour its obligations with external organisations.

Prior to commencing a secondment, College employees are requested to consider the nature of the information they might utilise during their secondment activities and the conditions under which such information was generated or received. For example, no information received under a Confidentiality Agreement and/or likely to be used in a patent application should be divulged to the host organisation. Also, confidential research results and reports arising from industrially funded research undertaken at College should not be shared with the host organisation.

Materials generated by a College employee whilst employed at College, i.e. College-owned materials should not be taken to the host organisation, without a Material Transfer Agreement being in place. Also materials provided to College under a Material Transfer Agreement cannot be taken to the host organisation without the written permission of the provider/supplier.

For Further information relating to Intellectual Property during secondments please consult the Secondee and IP document available at:

<http://www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/>

8.8 Annual Declaration of Interests return

Members of staff on periods of secondment in excess of 12 months, will not need to make a Declaration of Interest return during the period of their secondment.

8.9 Management and Communications during the secondment

Prior to the commencement of the secondment, arrangements for regular contact between the College and the secondee will be agreed.

8.10 Changes to substantive post during the secondment

In the event that, during the period of the secondment, any changes are proposed to the secondee's substantive position at the College, they would be consulted with in line with relevant College procedures.

8.11 End of Secondment

External secondments (outward) are agreed on the basis that the secondee will return to their substantive post at the end of the secondment period. Further information to ease the transition back into the College is set out in paragraph 6.7 above.

It should also be noted that if the secondee is unable to carry out the requirements of the role to a satisfactory standard this may result in an early return to their substantive role.

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9. External Secondment (Inward)

In this instance individuals will come to work for the College while maintaining their employment contract with their substantive employer (the "Sending organisation" for a set period of time.

Where an external secondment (inward) is arranged, the sending organisation will normally provide a draft agreement for review by the College. The local HR Team will be able to provide advice on the agreement.

External Secondments (Outward) Checklist

Departments/Divisions may choose to use this checklist in advance of the secondment being finalised to ensure that all points have been covered.

Name of Seconddee

Has the duration, start and end dates of the secondment been agreed	<input type="checkbox"/>
If the secondment is part-time will some College duties continue on a part-time basis?	<input type="checkbox"/>
If the secondment is full-time, have arrangements been made for keeping in touch?	<input type="checkbox"/>
Are arrangements in hand for filling the vacant post during secondment?	<input type="checkbox"/>
How will annual PRDPs be handled?	<input type="checkbox"/>
How will the end of the secondment be managed, i.e. the return to the original role?	<input type="checkbox"/>
Will a meeting take place on the secondee's return from secondment to discuss the benefits of the secondment to the secondee and the College and how any new skills might be utilised?	<input type="checkbox"/>
Have insurance requirements at the Host organisation been checked? (HR/department)	<input type="checkbox"/>
Have notifications of absence, i.e. sick leave and annual leave been clarified and is the Host organisation aware of College closure period? (HR)	<input type="checkbox"/>
Have insurance requirements at the Host organisation been checked? (HR)	<input type="checkbox"/>
Do any immigration requirements need to be checked? (HR)	<input type="checkbox"/>
Have arrangements relating to health and safety been confirmed? (HR to liaise with relevant Safety contacts)	<input type="checkbox"/>
Are there any arrangements relating to Intellectual Property that need to be clarified? (HR in liaison with relevant Research Services contacts/Research Office)	<input type="checkbox"/>

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