



# TU Dublin Policy

Secondment Policy

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## 1. Document Control Summary

Area	Document Information
Author	Human Resources
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Approved by	Governing Body
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Document Classification	TU Dublin Private

## 2. Introduction / Context

The University is committed to investing in a supportive and people orientated environment in attracting, retaining and bringing out the best in our high-calibre and diverse staff. TU Dublin recognises its value through its people, and the fostering of their ideas, relationships and personal development.

Secondment is recognised as a valuable means of offering staff career development opportunities while at the same time providing the University with an opportunity to develop its skills base.

Some of the benefits for the individual secondee include the opportunity of wider career and personal development in acquiring valuable experience in other environments, the opportunity to develop broader skills, such as in the area of project management, and the ability to test and apply specific skills learned in the University in a different organisational environment.

Benefits for the University include the opportunity to gain enhanced employee skills, enhance learning and support to students, improvement in workforce morale and motivation, the development of wider industry networks and contacts and the opportunity to build a reputation as an employer of choice.

## 3. Purpose

This document is designed to advise all staff on how secondment arrangements should be processed and managed.

## 4. Scope

This policy applies to all TU Dublin employees with at least 12 months' continuous service seeking secondment to an external organisation. (It should be noted that any fixed term staff member wishing to be considered for a secondment opportunity must have an employment contract expiry date beyond the proposed end date of the secondment).

## 5. Definitions

### **Secondment:**

A secondment involves the movement of a University staff member to an external organisation for a period of time to work in that organisation or an individual from an external organisation moving to the University to take on a specific role for a temporary period of time. In effect, it can be: -

- (i) A staff member seconded from a post in the University to a post in an external organisation on a specified purpose and/or fixed term basis.
- (ii) An individual from an external organisation seconded to the University on a specified purpose and/or fixed term basis.
- (iii) A swap arrangement whereby a University staff member and an employee of an external organisation swap positions for a limited duration to facilitate career development of both individuals

Otherwise, where a staff member moves internally within the University, the appropriate Recruitment, Selection and Appointment policy will apply. Thus, the Secondment policy does not apply.

## 6. Policy Details:

### 6.1 Policy Overview

Section 6.2 sets out the general principles that will apply when arranging a secondment into the University or out of the University. Details for the procedures in applying for and approving a secondment are in the Secondment Procedures document associated with this policy.

### 6.2 Policy Details

General Principles:

- Secondments must be based on mutual agreement between the staff member, the employing organisation and the host organisation.
- Secondments into the University are dependent upon the employee who is seeking secondment having the necessary qualifications and experience required for the position to which they wish to be seconded.
- The Resourcing department within HR will be responsible for handling secondment documentation, with the exception of the billing arrangements.
- When approved, full secondment arrangements will be communicated in writing to the individual by Human Resources.
- The Relevant Manager of the area in which the secondment takes place will be responsible for recouping all costs associated with external secondments.

Secondments will normally last for periods of between six months and a period of three years. The period of secondment is agreed and clearly defined by all parties. The Secondment may be extended for exceptional arrangements subject to approval. The

- secondment arrangement must specify the duration of the secondment and that the seconded staff member will return to the employing organisation at the end of the fixed term.
- On return to the University, the secondee's salary will normally include any increases or increments the staff member would have received had the staff member remained in the original position.
- Staff members who have been offered a secondment opportunity following an assessment process or where they have identified a secondment opportunity for which they consider themselves suitable (for example, a civil service / public sector advertised secondment opportunity), the staff member will still be required to make an internal request for approval to be seconded to the host organisation.
- The line manager will consider the secondment request and decide if the application is to be supported or otherwise. If the line manager recommends approval, the application is then forwarded to the approval process outlined in the Secondment Procedures document. The line manager will give due consideration to the request for secondment and the needs of the University. Recommendation for approval will be subject to the requirement that there would be no adverse impact on the capacity of the University to meet operational demands.
- Any new arrangements set out in this policy do not apply to existing seconded staff.

### 6.3 Approval process

This policy document will be approved by the following individuals/groups in following order:

- Firstly, by Head of Human Resources
- Then by COO as UET owner, who will sponsor the policy in going to UET
- Then, by University Executive Team
- Then, by Governing Body.

### 6.4 Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Committee (HRPC).

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

Changes to the document will require a review of the document by the HRPC and the updated document to be re-approved.

## 7. Related Documents

The following documents are related to this policy documents. They include:

- TU Dublin Procedure for Secondments
- TU Dublin Equality Statement (2019 -2022)

## 8. Conclusions

This document sets out the university policy for secondments out of the University or secondments in to the University.

The policy should be read in conjunction with the Secondment Procedures in TU Dublin document, including the template Secondment Agreement included as an appendix to that document.

## 9. Appendix

## 10. Document Management

### 10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTIN / CHANGES MADE	AUTHOR	DATE
<i>Rev 1.0</i>	<i>Initial Revision</i>	<i>Declan O'Donovan</i>	<i>24<sup>th</sup> February 2022</i>

### 10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
<i>Rev 1.0</i>		<i>Mr Denis Murphy, Chief Operations Officer</i>
<i>Rev 1.0</i>		<i>University Executive Team</i>
<i>Rev 1.0</i>		<i>Governing Body</i>

### 10.3 Document Ownership

This document is owned by the Head of Human Resources.

For contact purposes please see below:

Contact: Onboarding Team

E-Mail: [Onboarding@TUDublin.ie](mailto:Onboarding@TUDublin.ie)

## 10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner.

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

## 10.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This procedures document will be accessible on the HR website under the Policies/Forms tab by all staff.

## 10.6 Document Classification

As this document is a policy it is classified as 'TU Dublin Public'.