

SECONDMENT POLICY AND GUIDELINES

1. INTRODUCTION

Secondment is increasingly being recognised as a valuable means of offering staff career development opportunities while at the same time providing the Institute with an opportunity to develop its skills base. It may afford external organisations an opportunity to benefit from the skills and experience of a DIT employee and conversely it may also afford the Institute an opportunity to benefit from the skills and experiences of an employee from an external organisation.

2. OBJECTIVE

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

3. DEFINITIONS

3.1 Internal Secondment:

- (i) A staff member seconded from a substantive post to a different non-established post within the Institute on a specified purpose and/or fixed term basis.
- (ii) Where a staff member takes on an established post within the Institute on a specified purpose and/or fixed term basis, the appropriate acting policy will apply. Thus the secondment policy does not apply.
- (iii) A staff member who resigns from their substantive post to take up a different non-established post within the Institute is not covered by the secondment policy. The Institute's policy on No Acting, Secondment or Career Break for Administrative Staff (Non-established posts) should be referred to. In such cases, the secondment policy does not apply.

3.2 External Secondment:

- (i) A staff member seconded from a substantive post 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 Institute on a specified purpose and/or fixed term basis.

4. APPROVAL MECHANISM

4.1 New Secondments

All secondment proposals require the approval of the Human Resources Committee. The relevant Director or President should submit a completed **Secondment Proposal Form** to the Human Resources Committee for consideration - ideally three months, but no less than one month in advance of the proposed commencement of the secondment arrangement. All submissions must be supported with a comprehensive Business Case (see below).

4.2 Extensions / Change in Secondment Arrangements

All proposals to extend or change secondment arrangements (e.g. purpose/nature of) require the approval of the Human Resources Committee. The relevant Director or President should submit a completed **Secondment Proposal Renewal Form** to the Human Resources Committee for consideration, ideally three months but no less than one month in advance of the proposed extension or change in secondment arrangement.

Appropriate Staff Requisition Forms can be found on the Human Resources website at: <http://www.dit.ie/DIT/hr/staffpolicies/index.html>

4.3 Business Case

The following details will be required in the completion of the Secondment Proposal Form that will then be submitted to the Human Resources Committee:

- **Secondment Purpose**
- **Appointment Process** (see below)
- **Job Description**
- **Essential and Desirable Criteria** (internal secondment).
- **Level of Post** (including rationale for decision).
- **Terms and Conditions** including salary (in the case of an external secondment to Institute – details of leave entitlements etc should be set out).
- **Funding Arrangements** (including source, codes, what sum is available, what the sum is to cover e.g. salary, employer PRSI, pension, overtime payments, proposed salary, backfilling costs etc.).
- **Backfill Arrangements** (confirmation of intentions right down the line and/or submission of relevant SRF's to the HRC at the same time as the proposal is being submitted).
- **Contact Details** (external secondment).
- **Agreement Details** (external secondment).

5. APPOINTMENT PROCESS

5.1 Internal Secondment:

Where the duration of the position is anticipated to be of less than 12 months the appointee may be a nominee of the Director or President. This is provided that the appointee is already within the Directorate concerned. The rationale for taking the decision to appoint without competition should be included in the Business Case.

Where this option is not exercised, or the duration of the position is anticipated to be of 12 months or greater, the post should be advertised and a competition will be held.

5.2 External Secondment:

Where an individual is seconded to the Institute from an external organisation, or seconded to an external organisation from the Institute, this must go through the Approval Mechanism i.e. HRC process.

6. TERMS AND CONDITIONS INCLUDING SALARY ARRANGEMENTS

6.1 Internal Secondment:

6.1.1 Salary Option 1

Where the secondment post is at the same grade as the individual's substantive post, salary remains the same.

6.1.2. Salary Option 2

Where the secondment is to a post within the same category grouping (e.g. administration post to another administration post) but at a higher grade, the individual will move to the nearest point not below, plus one increment on the appropriate salary scale.

An acting allowance will not be paid, as the secondment position is not an acting position.

6.1.3 Salary Option 3

Where the secondment is to a post in a different category grouping (e.g. technical officer post to academic or administration post), the individual will move to the nearest point not below, plus one increment on the appropriate salary scale of the secondment post.

The individual will take on all other terms and conditions of employment associated with the secondment post e.g. annual leave, sick pay, pension scheme etc.

6.1.4 Other Salary Issues

At the end of the secondment, the individual will return to their substantive post and will be placed on the point of the scale that they would have received had they remained in their substantive post continuously.

Any pension contributions made based on the salary received whilst on secondment, if higher, are non-refundable.

Please note that all payments to staff of the Institute must be in accordance with the policy on Financial Management of Externally Funded Research and Scholarship Activity (Charges for and Payments to Staff). Payment of honoraria to staff members are not permitted.

6.2 External Secondments

6.2.1 All arrangements including salary arrangements, source of funds, VAT implications, terms and conditions of appointment including leave arrangements, pension costs and travel and subsistence, etc. must be set-out in an agreement between the Institute and the external organisation.

6.2.2 Salary Arrangements - DIT Staff Seconded Externally:

The Institute continues to pay the substantive salary of the staff member and will recoup the cost on a quarterly basis by way of invoice/letter from the external organisation. It should be noted that salary costs are subject to national wage increases, increments, employers PRSI and pension (if appropriate) and these costs must be included in the Business Case and in any agreement with the external organisation.

6.2.3 Salary Arrangements - External Staff Seconded to DIT:

The norm should be that the individual continues to be paid by their original employer, who will recoup the cost on a quarterly basis by way of invoice/letter from the Institute. It should be noted that salary costs may be subject to national wage increases, increments, bonuses, employers PRSI and pension (if appropriate) and these costs must be included in the Business Case and in any agreement with the external organisation. There may also be VAT implications.

Note: The Institute does not normally second individuals from external organisations with the intention of paying additional remuneration to the individual in excess of his/her salary with the external organisation.

7. BILLING PROCESS

This needs to be put in place for both type of external secondments i.e.

7.1 Staff seconded to an External Post:

Where the staff member is to be paid by DIT:

On the set-up of the secondment, the Director responsible for the employee will instruct the Finance officer to invoice the External employer for payment. The invoice amount should include the salary amount, pension implications, employer's PRSI and any other associated costs in accordance with the terms agreed.

7.2 External staff seconded into DIT:

7.2.1 Option 1 (preferred option):

The staff member remains on their previous employer's payroll and all relevant costs are invoiced to DIT and paid by the Finance department. The invoice must be authorised for payment by the Director who has arranged the secondment.

7.2.2 Option 2 (only to be used on exceptional circumstances – e.g. person is coming from outside the state):

The staff member joins the DIT payroll and effectively becomes an employee of DIT with agreement reached on all associated terms and conditions of employment.

Provision must be made for the pension contributions – either in the staff member's previous scheme or in the Institute's scheme.

7.3 In all cases, the relevant Director, in conjunction with the Finance Officer and Resourcing Manager, must ensure that the costs involved are clearly defined to both DIT and the other employer and that an agreed method of invoicing and payment is implemented.

8. BACKFILL ARRANGEMENTS

All backfill arrangements arising from a secondment should be included in the Business Case.

Staff will be appointed on a Specified Purpose and/or Fixed Term basis as appropriate in accordance with agreed resourcing policies.

9. GENERAL PROVISIONS

- Full secondment arrangements will be communicated in writing to the individual by Human Resources.
- The Resourcing department within HR will be responsible for handling secondment documentation and all associated backfilling requirements with the exception of the billing arrangements.
- The Relevant Director of the area in which the secondment takes place will be responsible for recouping all costs associated with external secondments.
- Please refer to the Institute's policy regarding No Acting, No Secondment, No Career Breaks into Non-Established Posts.
- Any new arrangements set out in this policy do not apply to existing seconded staff.
- In the case of exchanges of staff from one higher level Institution to another, the principles outlined in this policy should be adhered to.

QUERIES ON THIS POLICY OR GUIDELINES

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**Human Resources Department
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**This policy is under
operational review June 2017)*