

### **Purpose**

Secondments increase organisational flexibility by developing and using effectively the skills and attributes of our employees. In addition, employees can gain personal development and a broader understanding of the Council.

### **Definition**

A secondment is where an employee temporarily transfers within the Council or to another organisation for a period of time, for a specific purpose, to the mutual benefit of all parties.

If the manager can identify a suitable employee with the right skillset to complete a project or piece of work, there will be no need to advertise. However, if a number of employees are deemed suitable, managers may wish to initiate a selection process.

Alternatively, employees can request to undertake a secondment as part of their development for Contribution Management. Approval will be subject to the needs of the Service.

### **Guiding Principles**

Employees wishing to apply for a secondment must get approval from their manager before application.

- The terms of the secondment must be agreed by the employee, substantive and secondment managers (the three parties) and confirmed in writing.
- As managers themselves change roles, Services need to keep track of all secondments to ensure they do not continue indefinitely.
- If managers choose to backfill the secondee, this must be done on a temporary basis to ensure there is no increase in establishment.
- Secondments will ideally be less than 4 years. Normally the employee will retain the right to return to his or her substantive post if the secondment is for 2 years or less. Alternatively, the employee will return to the same type of work although this may be in a different section if the secondment lasts between 2 and 4 years.

## **Guiding Principles (continued)**

- The duration of secondments outlined above is a general guide and can be amended depending on the circumstances – managers should consult HR Direct.
- If the secondment is outwith Fife Council, record the payment, conditions and any other provisions that will apply in a contractual agreement between the Council and the other organisation.

## **Scope**

This Policy applies to all employees.

Due to the implications on terms and conditions of employment, special attention must be given to Teachers undertaking a secondment, especially into a non-teaching post.

## **Other Relevant Policies**

Employee Development Policy OD11

Equality of Opportunity Policy EO01

Recruitment and Selection Policy RS01

Temporary Employment Policy TE01

## **Relevant Legislation**

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 apply to a temporary employee backfilling a seconded post.

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