SERVICES AND RESOURCES/ DEPUTY VICE-CHANCELLOR
AND VICE-PRESIDENT (ACADEMIC)
HUMAN RESOURCES/ CENTRE FOR LEARNING AND PROFESSIONAL DEVELOPMENT

THE UNIVERSITY OF ADELAIDE AUSTRALIA

STAFF DEVELOPMENT SECONDMENT AND EXCHANGE GUIDELINES

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Superseded Documents:	Exchange Lectureship Scheme	

Any person who requires assistance in understanding any aspect of this document should contact: Coordinator, Organisational and Professional Development on 36032

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1. INTRODUCTION

These Guidelines provide practical assistance in the implementation of the Staff Development Secondment and Exchange Policy. Alternative approaches which can be justified against the Policy may be used where there is demonstrated value to the University and fairness to staff.

2. GUIDELINES

2.1 Proposals for Secondment or Exchange

Heads of School/Administrative Units when forwarding staff proposals to the senior manager for secondment or exchange should ensure that the following information is included:

- name and present position of University of Adelaide staff member wishing to be seconded or exchanged;
- details of the institution, purpose of the exchange and the potential benefit to the staff member and the University;
- Curriculum Vitae and full personal details, including present position, of person wishing to come to the University of Adelaide on an exchange arrangement;
- proposed period of secondment or exchange;
- proposed method of salary payment for seconded or exchanged University of Adelaide staff members.

2.2 Consideration of Proposal

The senior manager will assess application and ensure that:

- the exchange staff member can undertake allocated duties for the period of the secondment;
- adequate work environment and administrative resources are available for the seconded staff member;
- no additional travel or incidental funds are required;
- the duties of staff member can be covered within the School/Administrative Unit.

2.3 Finance and Conditions of Employment

2.3.1 The arrangements for the secondment or exchange should specify in writing agreement about such issues as:

- payment of salary and on-costs;
- which party pays for work-related expenses? eg car allowance, mobile phone, etc;
- liability and indemnity – what happens if the second employee damages property during work? Which party is liable for the cost of repairs or other claims of damage?
- confidentiality and conflict of interest – this may be an issue when the companies are related;
- reporting arrangements – who does the seconded employee report to in the seconded position;
- terms and conditions of employment and
- management of return to the University, including before the intended date.

2.3.2 Staff should consult the appropriate leave guidelines to determine how the secondment or exchange may affect their superannuation contributions. Members of staff are advised to discuss the implications of suspending or continuing their contributions with the Superannuation Officer.

2.3.3 Managers should inform Human Resources Branch the change in staffing arrangements so that appropriate salary, occupational health and safety and staff changes can be addressed.