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| **SECONDMENT RECOMMENDATION FORM** |

**PLEASE COMPLETE AND** [**EMAIL**](mailto:hrservicecentre@adelaide.edu.au) **TO: Human Resources Branch, Division of University Operations –** hroperations@adelaide.edu.au

This form is to be used when recommending staff for secondment from one position in the University to another. A classified and approved Position Description / Role Statement and a copy of this form must be provided to the Staff Member.

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| **STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Staff ID:** | |  | | | | | **School/Branch:** | | | | | |  | | | | | | | | | | | **Work phone:** | | | | | | |  | | | | | | | | | | | | |
| **Title:** | |  | | | | | **Family name:** | | | | | |  | | | | | | | | | | | **Given names:** | | | | | | |  | | | | | | | | | | | | |
| **SECONDMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please provide the eForm ID of the recruitment and appointment justification form which relates to this request** | | | | | | | | | | | | | | | | | | **eForm ID** | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Faculty/School/Branch of secondment:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Period of secondment** (not to exceed current fixed-term contract)**:** | | | | | | | | | | | | | | | | | | **Start date:** | | | | |  | | | | | | | | **End date:** | | | | | | |  | | | | | |
| **Position title of seconded position:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Position number:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Classification of seconded position:**  *If any loadings apply, please provide details and approvals separately.* | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | **Salary step:** | | | | | | | | |  | | | | |
| **Reason for secondment** (e.g. to fill a vacant position)**:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Has this position been advertised**? | | | | | | | | | | | | | | | | | | **Yes** | | | | | | | **Page Up Requisition No:** | | | | |  | | | | | | | | | **No** | | | | |
| **Is this a partial secondment** (i.e. will the staff member be working in more than one position)**?** | | | | | | | | | | | | | | | | | | **Yes** | | | | | | | | | | | | **No** | | | | | | | | | | | | | |
| **Does this seconded position require a working with children check** (i.e. prescribed position)**?** | | | | | | | | | | | | | | | | | | **Yes** | | | | | | | | | | | | **No** | | | | | | | | | | | | | |
| **If prescribed position please provide working with children check Unique ID / Reference Number:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The position reports to:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Position number:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Weekly hours of duty:** | | | | | | | | | | | | | | | | | | Full-time | | | | | | | | | | Part-time | | | | | | | | | | | | | | | |
|  | **WEEK ONE** | | | | | | | | | | | | | | | | **TOTAL** | | | | **WEEK TWO (PAY WEEK)** | | | | | | | | | | | | | | | | | | | | | **TOTAL** | |
|  | **Mon** | | **Tues** | | | | | **Wed** | | **Thurs** | | | | **Fri** | | | **HOURS** | | | | **Mon** | | | | **Tues** | | | | **Wed** | | | | **Thurs** | **Fri** | | | | | | | | **HOURS** | |
| ***Hrs***  ***Mins*** |  | |  | | | | |  | |  | | | |  | | |  | | | |  | | | |  | | | |  | | | |  |  | | | | | | | |  | |
| *1 full day = 7 hours and 21 minutes (decimal = 7.35 hours)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **GL Account Code:** | | | | *Account* | | | | |  | | | *Fund* | | | |  | | | | *GL Dept* | |  | | | | | *Campus* | | | | |  | | | | | *Project* | | | | | |  |
| **At the completion of the secondment the applicant will return to the position of:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **in the School / Branch:** | | | | | |  | | | | | | | | | | | | **or other position** *(please specify*)**:** | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **STAFF MEMBER** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Date:** | | | | |  | | | |
| **SUPPORTED BY SUPERVISORS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Current Supervisor** (print name) | | | | |  | | | | | | | | | | | | | **Secondment Supervisor (**print name)**:** | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Signature:** | | | | |  | | | | | | **Date:** | | | |  | | | **Signature:** | | | | | | | |  | | | | | | | | | | **Date:** | | | | |  | | |
| **ENDORSEMENT** | | | | | | | | | | | | | | | | | | |
| **Head of School / Branch Head** (of secondment position) | | | | | | | | | | | | | | | | | |
| **Name** (please print)**:** | | | | |  | | | | | | | | | | | | |
| **Signature:** | | | | |  | | | | | | **Date:** | | | |  | | |