



SECONDMENT POLICY

Policy Type:	Institutional	Initially Approved:	May 22, 2014
Policy Sponsor:	President and CEO	Last Revised:	November 21, 2019
Primary Contact:	Human Resources	Review Scheduled:	November 2024
Approver:	President and CEO		

A. INTENT

The Alberta University of the Arts recognizes that secondments are an effective tool for development and motivating employees, while ensuring that staffing needs of the organization are met. A secondment opportunity can assist in creating organizational flexibility by providing opportunities for the University to have employees from other departments or organizations bring their expertise and transferable skills to fill a position or complete a project.

B. SCOPE

This policy applies to all University permanent faculty and staff and may apply to employees of external institutions or organizations if agreement can be reached to enact external secondment arrangements.

C. POLICY STATEMENT

1. General

- 1.1 Secondments must be aligned with the University's career development and organizational staffing needs.
- 1.2 Secondment opportunities may be identified by managers in consultation with their respective Vice President or President + CEO and Human Resources (HR) or by individual employees.
- 1.3 Secondment opportunities will not supersede Acting Incumbency or assignment of workload opportunities as encompassed within negotiated collective agreements.
- 1.4 Secondments may be project-based where an employee is seconded to undertake a special project or to develop a particular program or activity or may be position-based where an employee is seconded to a permanent or temporary position. Employees may be seconded to work in another department within the University or to an outside organization as the University will also consider external secondments.
- 1.5 Involvement in a secondment does not preclude an employee from applying for promotional opportunities.

2. Criteria

- 2.1 To be considered for a secondment opportunity an employee must normally meet the following criteria:
 - a. Be a permanent employee who has completed their probationary period
 - b. Demonstrated successful performance evaluations by their current immediate manager
 - c. Have requested and received approval from their immediate manager and respective Vice-President or President + CEO of both the employing and releasing departments.
- 2.2 A secondment will not normally exceed two (2) years. Extensions may be considered in extenuating circumstances with the consent of all parties and in the best interest of the University.
- 2.3 Secondments of less than 6 months may be filled through the normal recruitment process or through appointment by the immediate manager with the approval of the respective Vice President or President + CEO. If the secondment is more than 6 months, the normal recruitment process will be followed.
- 2.4 During the term of the secondment, the employee's original position may be temporarily filled by another employee or may be left vacant. The University will not eliminate any position solely because it is vacant, but circumstances unrelated to the secondment may result in any position being eliminated.
- 2.5 Employees on internal secondment will have a salary assigned based on the classification of the position and approved by the respective Vice President or the President + CEO.
- 2.6 Employees on internal secondment will participate in annual performance review evaluations and a final performance evaluation will be conducted upon the completion of the secondment.

3. Secondment Arrangements

- 3.1 The terms of the secondment will be outlined in a secondment agreement between the employee, the immediate manager/s and the respective Vice-President or President + CEO in consultation with HR.
- 3.2 Where a secondment to an external institution or organization is confirmed, approval signatures must include representation from AUArts and the external institution or organization.
- 3.3 Employees seconded to organizations outside the University may be eligible for any salary increases and improvements in benefits which they would have received in their original position if so agreed in the secondment agreement.
- 3.4 A secondment may be terminated before its term has expired by any of the parties to the agreement, with the approval of the respective Vice-President or President + CEO in consultation with HR, with one (1) months' written notice.
- 3.5 Upon completion of the secondment, the employee will return to their original position or be offered a comparable position.
- 3.6 The respective Vice-President or President + CEO in consultation with HR may amend any or all of the above provisions if acceptable by mutual consent of the parties involved.

4. Funding

- 4.1 Internal secondments are funded by the department offering the secondment.
- 4.2 For external secondments, the funding will be part of the secondment agreement.

D. DEFINITIONS

Secondment:

Temporary assignment of an employee to another position for development purposes so that employees may gain experience in different work situations or to undertake a special project or develop or revise a particular program and /or address a particular University need.

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)