

Secondment and joint appointment procedure

1 Introduction

The procedure below is for situations where staff remain employed by their current employer (ie their current employer is not the University of Brighton) but are seconded to work at the university. Some secondments are referred to as 'joint appointments' or Lecturer Practitioners'. They retain their terms and conditions of employment, and their employer invoices the university for their salary.

A Secondment Agreement is set up by the Finance Department for signature by both employers. Intellectual Property Rights (IPR) for all work done at the university must be considered and the agreement checked with the IPR specialist in Business Services.

2 Setting up a secondment

The following procedure is to be followed for all secondments into the university:

- 2.1 The Head of School/department identifies the possibility of a joint appointment, normally in response to proposals put to or requests received from other organisations.
- 2.2 The Head of School/department sends a completed form PD8 to the Personnel Department to request a secondment to be set up. The source of funding is to be included on the form. Such joint appointments will normally be set against vacant posts or staff on unpaid leave. As soon as the PD8 has been agreed, the Personnel Department sends a copy to the Finance Department (This is currently Jane Stanbury) and informs the seconding department that it has been agreed.
- 2.3 The head of the seconding school/department arranges recruitment. The Personnel Department does not participate or receive copies of recruitment advertisements, documents, etc. They normally advertise within the Trust or school with which they have an agreement to second someone.
- 2.4 Once the secondee has been recruited or otherwise identified, the head of the seconding school/department informs the Finance Department in writing of the proposal and asks for a Secondment Agreement to be drawn up. The written request for the agreement must include the following information:
 - University faculty and school/department
 - Post title (e.g. Lecturer Practitioner)
 - Site at which the individual will normally be based
 - Hours of work/percentage FTE
 - Agreed salary including on-costs, and incremental progression
 - Duration of the post given as precise commencement and termination dates (i.e. day, month and year)
 - Name and address of the organisation employing the person to be seconded plus a contact name, telephone number and e-mail address (and fax number if possible).
Note: If an agreement is to be finalised during a vacation period, include the name and telephone/fax number of an alternative contact plus the address if different from the foregoing.
 - Designation of the person to whom the secondee is responsible in the employing organisation

- Designation of the member of staff within the university to whom the individual will be responsible
 - Full name and address of the seconded individual
 - Job description or list of responsibilities and duties while seconded to the university
- 2.5 A copy of the above information is also sent to the Personnel Department.
- 2.6 A Secondment Agreement between the employer and the university is produced by the Finance Department and sent to the employer for signature.
- 2.7 When the signed agreement has been received, the Finance Department will send copies to the Head of School/department, the Faculty Officer and the Personnel Department.
- 2.8 Once the agreement has been received, the post is set up on Resourcelink with 'Secondment' in the Grade field. The post number must also be changed to add the number 2 as the second number (eg a Lecturer Practitioner in INaM post number would be changed from HI3xxx to HI32xx).
- 2.8 Personnel Department sends a letter to the seconded individual to confirm the details of the joint appointment, to welcome him/her to the university, to acknowledge the importance of the individual's contribution, and to communicate relevant information about working at the university, including the name of a mentor if applicable and a copy of *Signpost, a Staff Handbook summary*. A copy of a teaching or other relevant contract template is also enclosed to provide information on terms and conditions such as induction and Staff Development Review (SDR). The letter to be copied to the Head of School/department and Faculty Officer.

3 Extending or terminating the secondment

- 3.1 Any extensions to joint appointments are requested and arranged as follows:
- The Personnel Department sends a form ML 29 to the Head of School/department two months before the end of the period of secondment, reminding them that the secondment is nearing an end and how to extend it if they wish.
 - Any extension is agreed verbally by the Head of School and the employer.
 - The Head of School sends a letter to the individual to confirm the extension and copies it to the employer, the Finance Department and Personnel Department
- 3.2 In the Personnel Department, if the secondment is terminated, the number 2 is removed from the post number unless the post is to be filled by another secondment.

For further information, contact the Personnel Department.