Human Resources

# Secondment Authorisation Form (OUT)

## **(i.e. Seconding a University of Dundee employee to another organisation)**

The three parties to the Secondment Agreement are 1) the University of Dundee 2) the other organisation 3) the Secondee. Secondment Agreements cannot be prepared if all the information and authorisation requested is not provided. If you have any difficulties in completing this form staff in Human Resources will be glad to help.

|  |  |
| --- | --- |
| Details of  Secondee | Name: (Title, Forename, Surname) ………………………………………………………………………………………………….. |
|  | Send Secondment Agreement to: Department Address [ ] (tick) |
|  | Home Address [ ] (tick) Please state: ………..…….………………........... |
|  | ……………………………………………........... |
|  | University Contact Person: ……..……………………………………………………………………………………………………. |
|  | Designation:. …………………………………………….…………. Location: …………………………………………………... |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Certificate of Sponsorship | Does the Secondee require an extension to their Certificate of Sponsorship at any point during the secondment? If ‘Yes’ then contact your HR Officer immediately. A Work Permit is required for citizens of non-EEA countries. If in doubt, please contact Human Resources. YES [ ] NO [ ] |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Details of Secondment | Position/Job Title: …………………………………. School/Discipline/Directorate: …………………………….……………….... |
| to Other | Secondment Location: ……………………………………………………………………………………………………………….. |
| Organisation |  |
|  | Working under the general authority..……………………………………………………………………………………………….. |
|  | Working under the immediate direction of:.…………………………………………………………………………………………. |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Start Date: ………………………………………………….….. End Date: ………………………………………………............... |
|  |  |
|  | The position is: Full-time [ ] Part-time [ ] …..………………………………………………………………………….. |
|  | If part-time please state either number of hours or %age full-time equivalent: ……………………………………………………... |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  | Is the purpose of the Secondment Teaching or Research? …………………………………………………………………………... |
|  | If Research, is the Secondee funded by the Scottish Funding Council (formerly SHEFC)? [ ] YES [ ] NO |
|  | If No, please provide details of Secondee funding (i.e. project title and cost centre): ………………………………………………. |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Secondee remaining on Existing Salary and Terms and Conditions [ ] YES [ ] NO |
|  | If other salary/terms and conditions arrangements, please state: ……………………………………………………………………. |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Secondment | Name & Address of the Other Organisation ……………………………………………………………………………………….... |
|  | ………………………………………………………………………………………………………………………………………... |
|  | Name of Contact at Other Organisation ……………………………………………………………………………………………... |
|  |  |
|  | Invoices to be submitted [ ] YES [ ] NO Monthly/Quarterly/Other (please specify) ……… …………………........................ |
|  | Invoices to be submitted to: ……………...………………………………………………………………………………………….. |
|  | Is there a possibility of extending the Secondment [ ] YES [ ] NO |
|  | Please provide any further information relevant to the Secondment. |
|  | ………………………………………………………………………………………………………………………..………………. |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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Secondments

Prior to the commencement of the secondment:

* All three parties should agree the objectives of the Secondee and responsibilities of each party during the secondment period.

* The duration of the secondment should be well defined and agreed by all three parties.

* Clarify payment arrangements and determine which expenses may be claimed by the Secondee and from whom.

* The Secondment Authorisation Form (OUT) should be completed fully, signed by the Discipline Lead/Head of Department and the

Dean of School/Director and sent, together with a Job Description and performance objectives (if appropriate) for the Secondment to Human Resources.

* Both employee and employers should agree the arrangements regarding the employee’s return.

* The Secondee should be guaranteed the same level of post on their return from the other organisation.

* The University of Dundee should ensure the other organisation provides an Induction Programme, which includes reference to Confidentiality, Data Protection, Freedom of Information and Intellectual Property, if appropriate.

During the Secondment period:

* The University of Dundee’s Contact Person will maintain contact with the other organisation including inclusion in any reviews.

* The other organisation’s Contact Person will notify the University of Dundee of any sickness absence taken by the Secondee which falls during the secondment period.

* The Secondee will be expected to abide by the other organisation’s rules and procedures. In the event of a disciplinary or grievance the University of Dundee’s disciplinary and grievance procedure will apply, as per the Secondment Agreement.

* Any concerns regarding the conduct or capability or any grievance named by the Secondee will be reported by the other organisation, and the secondee’s line manager must take appropriate action.

* If there is a possibility of extending the period of the Secondment this should be reviewed by both organisations and mutually agreed at least three months prior to the intended expiry date.

* The University of Dundee must inform the other organisation in advance, where possible, of any increases to the salary costs of the Secondee (i.e. cost of living award) during the period of the Secondment.

* Ensure the Secondee is not treated less favourably in terms of sex/race/disability/sexual orientation/gender reassignment/religion or belief/age/trade union membership.

On the expiry of the Secondment period:

* Human Resources and the Payroll Office should be informed that this agreement has ended.

* Arrangements should be made for the other organisation to conduct a formal review on how the Secondee has developed over the secondment period. This should be provided to the Secondee and copied to the University of Dundee.

I approve the appointment to this position on the terms outlined above.

Job Description Enclosed YES [ ] NO [ ]

Performance Objectives Enclosed YES [ ] NO [ ]

1. Discipline Lead/Head of Department’s Name: .…………………...Signature: …………………………..Date: …………

1. Dean/Director’s Name: …...............................………………………Signature: ……………………….… Date: …………

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