**VPS External Secondment Authority Form:**

References Secondments and Temporary Assignments Common Policy

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| **[[1]](#endnote-2)Section 1 – Employee Details** | | |
| **First Name:** | | **Surname:** |
| **Contact No:** | | **Email Address:** |
| **VPS Grade:** | | **Employee Number:** |
| **Substantive Position Title:** | | **Substantive Position ID:** |
| **Section 2 – Employee Home Department/Agency Details** | | |
| **Department (Agency) Name:** | | |
| **Group:** | | **Division:** |
| **Branch:** | | **Team:** |
| **Home Manager Name:** | | |
| **Title:** | | **Mobile/Email:** |
| **Primary Office Location:** | |  |
| **Section 3 – Employee Receiving Department/Agency Details** | | |
| **Department (Agency) Name:** | | |
| **Group:** | | **Division:** |
| **Branch:** | | **Team:** |
| **Receiving Manager Name:** | | |
| **Title:** | | **Mobile/Email:** |
| **Primary Office Location:** | |  |
| **Section 4 – External Secondment Details** | | |
| The Employee will **return to their role in the Home Department** following the Secondment Period.  **OR**  The Employee is **unattached** (generally secondments of more than 12 months) and following the Secondment Period the Employee will return to a suitable alternative position that aligns with the Employee's skills, experience and classification in the Home Department. If a suitable position at the Employee's substantive classification is not available, this may result in the Employee being **declared a Redeployee**. [Delete option if not consistent or not compliant with Home Department policy].  **OR**  The Employee is **currently unmatched** to a role in the Home Department and that at the end of the Secondment Period:   1. If the secondment is for greater than 3 months, the Employee will serve their **redeployment concurrently** and their redeployment will cease at the end of their secondment. 2. If the secondment is for less than 3 months, the **redeployment period is temporarily suspended** and will recommence at the end of this secondment. The Employee will be advised of new end date by their Case Manager. | | |
| For the period of the secondment:  The Employee will be paid by Receiving Department**, OR**  The Employee will be paid by Home Department, **AND**  It is agreed the Home Department will invoice the Receiving Department for payment. [[2]](#endnote-3) | | |
| **Receiving Department:** | **Receiving Group:** | |
| **Receiving Division:** | **Receiving Branch:** | |
| **Charge Code: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** | | |
| **Position Title:** | **VPS Grade and Value Range:** | |
| **Secondment Salary: $** | **Position Number** | |
| **Secondment Period:** \_\_\_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_ | | |
| **New Secondment** | **Extension to existing Secondment** | |
| Recruitment process undertaken.  **Yes**  **No** | Position verified with Departmental position management.  **Yes**  **No** | |
| **Start date of original secondment if an extension:** \_\_\_\_\_\_\_\_\_\_\_ **(max 3 years only)** | | |
| **Section 5 – Secondment Terms & Conditions** | | |
| **Definition**: External secondment: the temporary movement of an Employee from their Home Department to another position, either at the same or different classification level or value range, that is in another VPS Department or Agency. Where an Employee makes a request to undertake a secondment with an organisation outside the VPS, the Employee may be required to apply for leave without pay and permission to seek outside employment from the Home Department.  **Terms & Conditions:** During the secondment period the Employee will be required to perform the role under the terms of this agreement and comply with all applicable statutes, regulations, policies and procedures of the Receiving Department.  **Position Description:** During the Secondment Period, the Employee will be responsible for the duties detailed by the Receiving Department and attached to this form.  **Reporting:** During the Secondment Period the Employee will report to the Receiving manager for the duration of this secondment.  **Performance Reviews and Development**: The Employee will be subject to the performance review process and professional development of the Receiving Department.  **Intellectual Property & Confidentiality:** Material created by the Employee during the Secondment Period will be owned by the Receiving Department. The Employee will keep all information of the Receiving Department confidential unless Receiving Manager agrees.  **Premature Termination of the Secondment:**  By Agreement between Departments:The secondment may be terminated prior to the term by mutual written agreement between the Home Department and Receiving Department following consultation with the respective HR areas. The Employee will be given two weeks’ notice of the termination of their secondment.  Due to inappropriate behaviour**:** In the event of termination of the secondment on account of inappropriate behaviour the notice period does not apply. The Receiving Department will normally undertake the applicable misconduct process (unless otherwise agreed with the Home Department) and provide a report to the Home Department of the circumstances leading to termination of the secondment. The Employee may be subject to the disciplinary process of the Home Department on the Employee’s return.  Employee wishes to terminate secondment: The Employee must give at least 4 weeks’ notice to the Home and Receiving Departments. The Employee understands they may be declared surplus. Their substantive position prior to the secondment may not be immediately available due to backfilling, in which case Employees will be assigned to a position for which they are qualified and capable of performing. The position must be comparable in status and pay to the substantive position prior to the secondment.  **Workcover:** Both the Home and Receiving Departments share safety responsibilities for the Employee under the *Occupational Health and Safety Act 2004* (Vic). Where an injury or illness occurs WorkCover liability is the responsibility of the organisation where the Employee is working at the time of injury or illness, as defined in the *Workplace Injury, Rehabilitation and Compensation Act* *2013* (Vic). To give effect to this, should the Employee have an active WorkCover claim, their medical information can be shared between Home and Receiving Departments.  **Reasonable Workplace Adjustments and Flexible Work Arrangement:** Approval of the Receiving Department prior to the Secondment commencing is required for a reasonable workplace adjustment and/or flexible work arrangement. The Receiving Department’s policies and processes will apply. | | |

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| **Section 6 – Signatories** |
| In signing below, the Receiving and Home Departments, Delegates and Employee agree to be bound by the terms of this agreement. Both the Receiving and Home Department officers declare they are authorised to sign this form in accordance with the powers delegated by their Departmental Secretaries. |
| **Home Manager declaration**: I agree to release the Employee consistent with the terms and conditions contained in this Secondment Authority Form and in accordance with the [Secondment and Temporary Assignment](https://www.vic.gov.au/sites/default/files/2024-01/Towards-Common-Practice-Secondments-and-Temporary-Assignments-Jan24.pdf) common policy.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Manager OR Delegate Signature Date: |
| **Receiving Manager declaration**: I agree to accept the Employee consistent with the terms and conditions contained in this Secondment Authority Form and in accordance with the [Secondment and Temporary Assignment](https://www.vic.gov.au/sites/default/files/2024-01/Towards-Common-Practice-Secondments-and-Temporary-Assignments-Jan24.pdf) common policy.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Receiving Manager OR Delegate Signature Date: |
| **Employee acknowledgement:** I have read the above agreement between Receiving and Home Departments and the [Secondment and Temporary Assignment](https://www.vic.gov.au/sites/default/files/2024-01/Towards-Common-Practice-Secondments-and-Temporary-Assignments-Jan24.pdf) common policy, and agree to undertake the secondment in accordance with the terms and conditions as outlined above.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Employee Signature Date: |
| **Home HR Delegate endorsement**: I approve the Secondment Authority form  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HR Delegate Signature Date: |
| **Receiving HR Delegate endorsement**: I approve the Secondment Authority form  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HR Delegate Signature Date: |
| **Section 7 – Form Submission Instructions** |
| * *Submit the signed form to* [*positionmanagement@.....vic.gov.au*](mailto:positionmanagement@.....vic.gov.au)*, and to your recruitment business partner via Springboard with selection report and any other relevant documentation. .* |

1. A separate Transfer of Personnel form will be required. [↑](#endnote-ref-2)
2. Home/Receiving Managers to advise finance areas within Departments of the invoicing arrangement. [↑](#endnote-ref-3)