



## Secondment Policy

**Responsible for policy:**  
**Chair of Directors**

**CC2 Strategy, People and Organisational Development**

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## Definitions

In this **Secondment Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Secondment Policy** includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'Secondment'** means a temporary transfer to another job or post within the same organisation or within the Diocese. This could be 'internal secondment', 'acting up' or 'sabbatical' see page 4.

## 1. Scope and Introduction

- 1.1** This policy is for all those who are employed by The Romero Catholic Academy.
- 1.2** The success of the Romero Catholic Academy is founded on the skills and commitment of our employees. This policy provides guidance to enable managers to facilitate the development needs of our staff. This policy and procedure provides the basis for all formal internal secondment and sabbatical arrangements across the Academy.
- 1.3** The Romero Catholic Academy is committed to creating an equitable, developmental and motivating working environment which values and empowers staff at all levels. Secondment and sabbatical opportunities can fulfil this commitment.
- 1.4** Secondments and sabbaticals will be agreed for the mutual benefit of both parties.
- 1.5** Reasons for a secondment include, but are not restricted to:
- Development of skills – the employee learns and develops new skills in another area of the business with the expectation that they apply these skills in their original role on their return.
  - Professional development – the employee experiences another area of the academy and may use this to professionally advance within their role
  - Project completion – the employee applies their specific knowledge to complete a special project in another part of the business
- 1.6** These guidelines are underpinned by an expectation that there is no detriment to pupils/ students' experience and impact on colleagues or provision of services and this is always a priority when considering requests for secondments or sabbaticals.

## 2. Definitions of Secondment

### 2.1 Secondment

#### Internal Secondment

An internal secondment is a temporary placement of an employee to another or additional role for a specific purpose and period of time to the mutual benefit of both employee and employer. The secondment is usually for a period of between one term and one academic year depending upon the nature of the role or project. At the end of the secondment the employee will usually return to their substantive role.

#### External Secondment

An external secondment is a temporary placement of an employee to another or additional role for a specific purpose and period of time to the mutual benefit of both employee and employer. An external secondment would be to another school within the Diocese or local geographical area, and is agreed at the discretion of the line manager. The secondment is usually for a period of between one term and one academic year depending upon the nature of the role or project. At the end of the secondment the employee will usually return to their substantive role.

### 2.2 Acting Up

Acting up is where unplanned cover for a post at a higher level is required for a short period of time, usually within the same sector. These opportunities are intended to cover short term situations of no more than a year.

### 2.3 Sabbatical

A Sabbatical is unpaid leave to undertake, for example a placement at another employer, research, further education, or travel.

### **3. Process – Secondment and Acting Up opportunities**

- 3.1** Staff who hold permanent contracts and who have successfully completed their probationary periods may apply for these opportunities. For staff who are seeking a secondment to the Leadership team it is expected that applicants will already hold a middle management post and have line management experience.
- 3.2** All secondment opportunities will be advertised internally and interested employees must seek approval from their line manager before they apply for any secondment.
- 3.3** Normal recruitment procedures will apply including the authorisation of the vacancy and the production of a job description and person specification.
- 3.4** Applicants who meet the criteria stated in the person specification will be interviewed by a panel as part of the selection process.
- 3.5** During the secondment, the employee remains employed by the Romero Catholic Academy and their continuity of service will be retained.
- 3.6** The successful employee will receive a letter containing confirmation of their secondment and the terms and conditions that will apply. This will include any changes to job title, location, rate of pay and hours of work.
- 3.7** The grade of the secondment will be set out in the documentation provided to the employee. The employee will receive their original grade when they return to their substantive role unless there has been a pay increase for the original role.
- 3.8** Travel expenses may be paid by the Academy where the secondment is based at a different location than the employee's normal place of work and where it is agreed in advance.
- 3.9** During the secondment the employee has recourse to the Academy Grievance policy should they experience dissatisfaction with the secondment but should always speak to their line manager in the first instance.
- 3.10** Where the secondment ends before the specified period of time has ended, the employee will usually return to their original role in the company. Any early completion will be discussed with the employee's line manager.
- 3.11** Where the work continues beyond the specific period of time, the secondment may continue but any extension must have the agreement of the original line manager.
- 3.12** The Academy will apply the capability procedure during the secondment where the employee performs below the required standard.
- 3.13** The Line Manager and Employee should maintain contact throughout the secondment. A review meeting should take place three months before the end of the secondment agreement.
- 3.14** At the end of the secondment the employee is expected to return to their original role on their original terms and conditions of employment. In rare circumstances the Academy may be unable to reinstate the employee in their original role. In this situation we will undertake to redeploy the employee in a suitable alternative role where the employee retains the same status and terms and conditions of employment as their original role.
- 3.15** During the secondment the employee's original role may become redundant. The Academy will consider alternative work in the employee's original area of work, the seconded area of work and any other suitable alternative within the Academy. If there are no suitable alternatives the Academy will follow the Redundancy policy.

#### 4. Process – Sabbaticals

- 4.1** Both full-time and part-time employees who have successfully completed their probationary period are potentially eligible. The purpose of sabbatical leave will normally be linked to personal development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills. Unless exceptional circumstances apply, sabbatical leave will only be granted once during the course of an employee's employment.
- 4.2** Any eligible employee wishing to make an application for sabbatical leave should do so in writing to their Principal, at least three months in advance of the required start date, stating the proposed objectives and duration of the sabbatical and the perceived benefits for the school and the employee. Sabbatical leave, where granted, will be entirely at the school's discretion and with such qualifications and conditions as the school sees fit. There is no statutory right for an employee to be granted sabbatical leave and requests will usually only be granted when they are at no additional cost to the school. The Principal will reply in writing within 14 working days of the employee's request.
- 4.3** Sabbatical leave will be granted for a minimum of one month and a maximum of one year.
- 4.4** An employee embarking on a sabbatical will be allocated a nominated person within school to act as a point of contact during the break. This will normally be the line manager.
- 4.5** If an employee is refused a sabbatical they have a right to appeal against the decision. This should be directed towards the LAC Chair and be received within 14 working days of receipt of the decision.
- 4.6** The employee is required to give 3 months' notice of their wish to return to work.
- 4.7** To maintain contact with the school the individual may request to return to work for the school for a maximum of 3 weeks per year. The principal will seek to provide paid work, at a level appropriate to their grade at the start of the sabbatical. This will be at times which are mutually convenient and will not be guaranteed.
- 4.8** All terms and conditions under the contract of employment will remain, including continuity of service.
- 4.9** If an employee is due to receive an increment during their period of sabbatical leave, this will be payable on their return to work provided that performance before commencing sabbatical leave has been satisfactory.
- 4.10** During the sabbatical the employee's original role may become redundant. The Academy will consider alternative work in the employee's original area of work, the seconded area of work and any other suitable alternative within the Academy. If there are no suitable alternatives the Academy will follow the Redundancy policy.
- 4.11** During the period of the employee's sabbatical leave, the employee remains an employee of The Romero Catholic Academy under the normal terms and conditions of service including the Romero Code of Conduct and must therefore maintain conduct of the highest standard. All provisions as to confidential information will continue to apply.
- 4.12** The employee has the right to return to the same job in which he or she was employed under their original contract of employment and on terms and conditions not less favourable than those which would have been applicable had they not been absent. Suitable alternative employment may also be offered if exceptional circumstances occur (other than redundancy) whilst the employee is on sabbatical leave and would have occurred had the employee not been absent. For example, a reorganisation may occur where it may be necessary to change an employee's post. Any new position offered to the employee must be suitable to and appropriate to the circumstances.
- 4.13** The school reserves the right to terminate the agreement if the individual:
- Moves away permanently
  - Obtains primary employment with a different employer without prior agreement from the employer
  - On expiry of the agreement does not confirm their wish to return to work.

## 5. Equality and Diversity Statement

- 5.1** This guidance should ensure an appropriate and equitable response to employee requests for secondments or sabbaticals with decisions taken and communicated in an efficient and fair manner and will be implemented in conjunction with the Academy's commitments to equality and diversity.

## 6. Links to other policies

This Secondment Policy is linked to our:

- TRCA Grievance Policy

## 7. Monitoring and Review

- The Board of Directors delegate the implementation of this policy to the Academy Committee.
- This policy will be reviewed by CC2 Strategy, People and Organisational Development.