

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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SUMMARY	This provides employees and managers a summary of the procedures and principles in relation to secondments of permanent employees.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

South Eastern Sydney Local Health District (SESLHD) supports secondments wherever reasonable and practical, particularly where the secondment builds the organisational capability in developing the skills and knowledge base of SESLHD employees and contributes to a more multi-skilled and productive workforce.

Secondments are covered under the *Government Sector Employment (GSE) Act 2013* (s.64), and more detail is provided in the *GSE Rules* (part 6). The GSE Act and GSE Rules apply to secondments between SESLHD, other government sector agencies, and non-government sector bodies.

Secondments within SESLHD are covered by the [NSW Ministry of Health Policy Directive PD2023_024 - Recruitment and Selection of Staff to the NSW Health Service](#), which provides that such secondments should be consistent with the relevant conditions set out in Part 6 (Rules 31 and 34) of the GSE Rules.

2. BACKGROUND

The purpose of this document is to inform employees and managers of the procedures and conditions of employment in relation to secondments; to ensure a consistent approach to the management of secondments is applied throughout SESLHD; and to define the roles of employees, managers, and People and Culture staff in the management of secondments.

The procedure applies to all permanent full-time and permanent part-time SESLHD employees. It **does not apply** to casuals, temporary employees or individuals working as contractors for SESLHD or those employed by another organisation.

The procedure **does not apply** to Medical Officers employed under the Public Hospital Medical Officers Award.

Secondments can occur within SESLHD or other Health Districts/Pillars, the Ministry of Health or other NSW government sector agencies.

Note: An employee's request to take up a temporary position within a private sector organisation or non-government organisation (NGO) is **not regarded as** a secondment, but as Leave without Pay (LWOP).

Secondments can be at-level or above-level.

Secondments can be initiated by SESLHD and external NSW Government agency or the employee.

3. DEFINITIONS

Secondment – The temporary transfer or movement of a permanent employee to another position for up to 12 months initially with a further extension possible to a maximum of 2 years in total.

Where a staff member has been seconded above level, they cannot continue in the position for longer than 18-months unless they do so on the basis of a merit selection process after advertising across the NSW Health Service at a minimum.

In all secondments, the suitability of the candidate must be assessed and all mandatory checks and verifications (as required by this Policy Directive) completed/ checked for currency before offer.

On completion of a secondment the employee will return to their substantive position within the organisation.

Internal to SESLHD Secondment – Occurs between departments and facilities within SESLHD. An internal secondment may result from formalised recruitment and selection action or in some cases by direct offer to the employee. Direct offer to the employee should only be made where the internal vacancy is less than 18 months duration or where the position requires specialist skills not readily available elsewhere.

External to SESLHD Secondment but within NSW Health – Secondment of an employee to a different Local Health District or Specialty Health Network within NSW Health, NSW Pillars or the Ministry of Health.

External to SESLHD Secondment outside of NSW Health – Secondment of an employee to another NSW Government agency (e.g. Public Service Commission, NSW Police, etc.).

External Secondment outside of NSW Government – These are not treated as secondments. A SESLHD employee is required to apply for Leave Without Pay should they wish to undertake a period of employment in the private sector or with a government agency in another State, Territory or a Commonwealth agency.

Host Department/Organisation – The SESLHD department or the external organisation that is offering the secondment.

Home or Substantive Department/Organisation – The SESLHD department or the external organisation with which the employee holds their substantive position prior to the secondment arrangement. This is the department/organisation the employee will return to at the conclusion of the secondment period.

4. RESPONSIBILITIES**4.1 Employees will:**

- Advise their manager of their interest in a proposed secondment as soon as possible
- Outline the developmental benefits of the secondment, eg what skills they will develop and how their experience will benefit SESLHD.
- Negotiate the start date of the proposed secondment with their substantive line manager (unless this occurs between the substantive manager and host manager)
- Request approval to proceed on secondment
- If approved, apply for Leave Without Pay to undertake a secondment outside of NSW Government
- If secondment is outside of NSW Health complete a [Secondment Form F110006](#) and forward to SESLHD-AssignmentChanges@health.nsw.gov.au
- Provide a formal handover to their manager/colleagues, as appropriate
- Return keys, equipment and any other property of SESLHD including motorvehicles, mobile phones, etc. which relate to their substantive position
- Return to their substantive position at the end of their secondment
- Provide a minimum of one months' notice to their substantive manager if they wish to terminate the secondment early and return to their substantive position
- Apply for extension to the secondment period if applicable
- Notify their substantive manager with appropriate notice (as per relevant Award) if not returning to their substantive position.

3.2 Home/Substantive SESLHD Managers will:

- Consider requests for secondment using a balanced approach acknowledging the wishes of the employee concerned and the needs of the service
- Consider requests in line with the employee's opportunity to develop skills and gain relevant experience for career growth
- Consider requests in line with the benefits of higher engagement levels, creating further development opportunities within the home service, supporting team and organisational succession planning, and the knowledge/skills/benefits anticipated upon return of the secondee
- Negotiate the start date of secondment if supported in principle
- Obtain the necessary approval(s) to temporarily release their employee
- Obtain Chief Executive approval via completion of an internal brief, for an external secondment
- Advise the employee of the decision reached as soon as possible
- Ensure keys, equipment and any other property of SESLHD including motor vehicles, mobile phones, staff ID badge etc. which relate to the employee's substantive position are returned

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- Ensure a formal handover is completed as appropriate
- If secondment is approved and outside of NSW Health but within NSW Government, complete a [Secondment Form F110006](#) and forward to SESLHD-AssignmentChanges@health.nsw.gov.au
- Comply with relevant recruitment procedures and approval requirements in relation to filling a position left vacant due to a secondment
- Consider applications for extension of secondment to a maximum of 2 years, with the exception of internal maternity leave secondments which will be managed on a case by case basis
- Provide a minimum of one months' notice to the host manager and employee if the secondment period is to be terminated early.

3.2 Host/Seconding SESLHD Managers will:

- Obtain the necessary approval(s) to fill a position temporarily
- Ensure the suitability of the secondee has been assessed and all mandatory checks and verifications completed, checked for currency before offering a secondment
- Negotiate the start date and period of secondment with the substantive manager and/or employee
- Obtain the necessary approvals to commence an internal secondment
- Obtain Chief Executive approval to second an employee from another NSW Health organisation or NSW Government agency via completion of an internal brief and the related documents
- Ensure that where a staff member has been seconded above level, they do not continue in the position for longer than 18-months unless they do so on the basis of a merit selection after advertising across the NSW Health Service at a minimum
- With a minimum of one months' notice, negotiate with the substantive manager if the secondment period is to be terminated early
- Manage the performance, attendance, employment conditions and expectation applicable to the secondee in the host position/department.

3.3 Tier 2 Directors/General Managers/Director, Population and Community Health (D,PaCH) will:

- Consider requests for secondment using a balanced approach acknowledging the wishes of the employee concerned and the needs of the affected services
- Advise of the decision reached as soon as possible
- Review any disputed secondment applications in line with [NSW Ministry of Health Policy Directive PD2016_046 - Resolving Workplace Grievances](#).

3.4 Chief Executive will:

- Formally approve/decline requests for release of employees from SESLHD for

secondments external to SESLHD.

- Formally request the release of an employee from an external host organisation.

3.5 People and Culture will:

- Process secondments in Recruitment & Onboarding (ROB) for secondments internal to SESLHD. If the secondment is within NSW Health but outside of SESLHD the host department/organisation will process secondment.
- Process [Secondment Form F110006](#) for secondments outside of NSW Health but within NSW Government, and forward to HealthShare for processing
- Details of Previous Employment (DOPE) Form is obtained from the payroll provider (for NSW Health this is via HealthShare). The employee directly requests this from HealthShare.
- Assist managers to apply the Secondment procedure fairly and consistently.

5. CONDITIONS OF APPROVAL

While there are obvious advantages to the employee undertaking a secondment, including career and skills development, the District will also benefit from opportunities for employees to build capability and capacity. With this in mind, the District will in principle agree to secondments provided they are not disadvantageous to SESLHD.

The extent to which the secondment will enhance the employee's future contribution to the Local Health District, including the opportunities for talent management and leadership development, will be given priority consideration in accommodating a secondment request.

Each application will be considered on its merits, and whilst the decision is discretionary, it should have regard for the following:

- The employee's length of service and past work performance
- The length of the secondment (up to an initial 12 months, with possible extension of a further 6 to 12 months for a total maximum secondment period of two years, dependent on the grade and selection process (refer to Section: 3. Definitions)
- The impact that the absence may have on service delivery and operations of the affected departments
- The need to replace the individual and what options are available if this is deemed necessary
- The potential to enhance the employee's capability and competencies in their substantive position as a result of the knowledge and experience gained in the secondment
- The potential for the experience and skills gained to contribute to talent management, leadership development and career planning.
- Applications will be vetted to ensure they comply with 'conflict of interest' tests and other ethical considerations.

4.1 Retention of substantive position

In most instances, a condition of approving a period of secondment is that the employee undertakes to return to the normal duties of their substantive position on conclusion of the secondment.

4.2 Maximum length of secondment

Initial secondments must not exceed 12 months. Extensions to secondments can be made where the maximum period of secondment is no more than 18 to 24 months, as outlined in Section 3. Definitions.

The maximum period includes the initial secondment and any extensions to the secondment. Maternity leave secondments are the exception to the maximum period and may be extended on a case by case basis with the approval of the manager.

4.3 Extension of secondment

Employees should not presume that any application for extensions to a secondment will necessarily be approved. The employee must formally apply for an extension to the secondment period in accordance with procedures as contained in this document.

4.4 Secondments not approved

If an employee's application for secondment is not approved, the employee has the option of resigning from their substantive position and commencing in the secondment as a temporary employee on a fixed term contract. If this option is chosen, the employee must resign in writing and forfeits the right to return to their substantive position at the end of the secondment period and their employment will conclude at the end of the fixed term contract.

4.5 Early return from secondment

SESLHD may consider a request for an employee to return to their substantive position earlier than previously planned where circumstances have changed. Wherever possible this will be supported, however, issues to consider include the needs of other employees including an employee on a temporary contract filling the substantive position. In this regard, it is important that all temporary letters of offer to staff providing relief for staff on secondment should contain a paragraph stating that should the person on secondment wish to return to their substantive position early, then a minimum of one month notice is to be provided.

4.6 Decision to not return from secondment

The employee on secondment must notify SESLHD in writing (as per notice periods prescribed in the relevant Award), if they will not be returning to their substantive position, so that alternative arrangements can be made.

4.7 Restructure during secondment

Employees who are on secondment when their substantive position is the subject of a restructure are to be consulted. Where they are matched to a position, or are successful for a position through an expression of interest process, they may be required to cease their secondment and commence in the position of the new structure. If this is required, it should be expressly communicated in the relevant restructure consultation paper/process. The secondment may continue for employees that are not matched to a position following discussions with the HR Business Partner.

4.8 During the secondment

Seconded employees are to comply with the policies of both the employing and host organisations. Where there is any inconsistency, the policies of the host organisation should prevail for the duration of the secondment.

Host organisations are to be responsible for setting performance development plans, and for managing any performance/conduct concerns that arise during a secondment and notifying the substantive manager/organisation where appropriate.

5. PROCEDURE

5.1 PROCEDURE - INTERNAL SECONDMENTS

Internal to SESLHD

A secondment that occurs between departments and facilities of SESLHD is recruited via a formalised recruitment and selection action in ROB. The manager is required to follow SESLHD Approval to Fill (ATF) processes. If the secondment is for a period of 13 weeks or less, or if the position requires specialist skills not readily available, a direct offer may be made to the employee.

When considering secondment applications, a balanced approach will be taken acknowledging the wishes of the employee concerned and the needs of management to meet business demands and objectives. *Refer to Section 4 - Conditions of Approval.*

If the secondee is to be replaced temporarily by the substantive department and the secondment is more than 13 weeks, the manager is required to follow SESLHD Approval to Fill (ATF) processes in ROB. If the replacement period is shorter than 13 weeks, higher grade duties may be processed within Manager Self Service (MSS) StaffLink for staff within the same department/service or advertising may be done via the SESLHD Approval to Fill (ATF) processes in ROB. If an employee is seconded within the substantive department/service at grade, then no ROB/Stafflink actions are required.

When an employee has been advised they are the recommended applicant they are required to request and seek approval from their manager for the secondment period.

Once manager approval has been granted, approval must be requested from the appropriate senior manager with delegation to approve, as defined in 5.4 Authority to Approve.

The employee's direct manager and/or the manager with authority to approve must advise the employee of the decision reached as soon as possible.

If the secondment is supported, the details of the secondment agreement will then be negotiated between the substantive department and the host department with approval of both relevant Tier 2/General Manager/Director PaCH.

If the secondment is part of a merit process via ROB, the SESLHD Recruitment Team will make a formal offer to the employee regarding the terms and conditions of the secondment. All offers must contain advice that at the conclusion of the secondment the employee will return to their substantive position.

Arrangements must be made by the manager of the host department to ensure that the secondee is provided with a new identification badge, any necessary equipment, and relevant access to systems and locations.

An employee cannot absent themselves from their substantive position or accept a secondment at the host department without the prior approval of the Tier 2/General Manager/Director PaCH, or CE as appropriate. An employee cannot be on a secondment whilst on a period of approved leave (e.g. annual leave, sick leave, long service leave, etc.). Whilst on an approved secondment an employee may request leave from the host manager. The leave application should be requested of both host and substantive managers if the period of leave extends beyond the secondment end date.

Subject to agreement, during periods of internal secondment, the employee may be required to return keys, equipment and any other property of SESLHD including motor vehicles, mobile phones, Staff ID badge etc. which relate to their substantive position.

Approval to maintain access to and use of motor vehicles during an internal secondment period is subject to specific written approval by the substantive Tier 2/General Manager/Director PaCH, or CE.

When an employee changes their substantive contract on a temporary basis for the purpose of a secondment they will appear in Stafflink as 'internal secondee'. At the completion of a secondment the employee will automatically return to their substantive position.

The contract extension option in StaffLink eForms must be used if a decision is made

and approved to extend an employee's secondment. This is required to be actioned at least four weeks prior to the secondment end date to avoid the employee returning to their substantive position in Stafflink.

A contested secondment application should be raised by the employee with their line manager in the first instance. If the matter remains unresolved, staff have the right to escalate their concerns to the next level manager. Concerns are to be managed in accordance with [NSW Ministry of Health Policy Directive PD2016 046 - Resolving Workplace Grievances](#).

Secondments External to SESLHD but Internal to NSW Health Service

Approval for secondments external to SESLHD must be granted by the Chief Executive before proceeding.

The relevant manager must advise the employee of the decision reached as soon as possible.

If the secondment is approved, the details of the secondment agreement will then be negotiated between the Tier 2/General Manager/Director PaCH of the substantive department and the relevant manager of the host organisation.

If approved the host department/organisation must make arrangements via their Workforce Units to process the secondment and update StaffLink accordingly.

When an employee changes their substantive contract on a temporary basis for the purpose of a secondment they will appear in Stafflink as 'internal secondee'. At the completion of a secondment the employee will automatically return to their substantive position.

An employee cannot absent themselves from their substantive position or accept a secondment at the host organisation without prior approval from the Chief Executive.

The employee will be required to return keys, equipment and any other property of SESLHD including motor vehicles, mobile phones, laptops, etc. which relate to their substantive positions, for the duration of the secondment.

A contested secondment application should be raised by the employee with their line manager in the first instance. If the matter remains unresolved, staff have the right to escalate their concerns to the next level manager. Concerns are to be managed in accordance with [NSW Ministry of Health Policy Directive PD2016 046 - Resolving Workplace Grievances](#).

5.2 PROCEDURE - EXTERNAL SECONDMENTS (NON NSW HEALTH)

External secondments outside of NSW Health involve the secondment of an employee for a predefined period, to a position within another government agency which is not NSW Health Service (e.g. Public Service Commission, NSW Police, NSW Ambulance, NSW Transport, NSW Education, etc.).

When an employee has been advised they are the recommended applicant they are required in the first instance to request and seek approval from their manager for the secondment period. When considering secondment applications, a balanced approach will be taken acknowledging the wishes of the employee concerned and the needs of the service to meet business demands and objectives. *Refer to section 4 - Conditions of Approval.*

All applications for external secondments require approval from the Chief Executive.

The host organisation is to contact the SESLHD Chief Executive and formally request release of the employee.

The Chief Executive of SESLHD will consult with the relevant SESLHD manager/Director and require a recommendation made by internal brief including a draft letter of Chief Executive response to the external organisation.

To support the brief, the SESLHD manager should negotiate the secondment commencement and end dates.

Accounting and payroll arrangements for secondees must be determined during the course of negotiations. Section 7 of this policy, Accounting and Payroll Requirements, outlines the preferred arrangements of SESLHD, however negotiations in this regard can occur on a case by case basis.

The line manager is to communicate the outcome of the Chief Executive decision to the employee by letter. Any documentation related to the secondment is to be placed on the employee's personnel file.

SECONDMENT DETAILS FORM

If approved the [Secondment Details Form](#) must be completed unless the secondment is internal to the department/service with no required changes (eg seconded to a position at grade, in same team). The following fields are required to be completed:

- Assignment Number and Employee Name
- Facility/Location of Secondment position
- Tick "replace existing assignment"
- Tick "new" or "extended"
- Start date and end date
- Tick Internal (paid) if another LHD
- Tick External (paid) if to be paid by SESLHD (attach supporting documentation) or (unpaid) if being paid by secondment facility

All Secondment Details Forms must be forwarded to: SESLHD-AssignmentChanges@health.nsw.gov.au. Documentation supporting the secondment is required to be attached to the form, including the Chief Executive

approval and letter to the employee.

When an employee changes their substantive contract on a temporary basis for the purpose of an external secondment and remains being paid by SESLHD they will appear in Stafflink as 'secondee paid'.

When an employee changes their substantive contract on a temporary basis for the purpose of an external secondment and will be paid by the other Agency they will appear in Stafflink as 'secondee unpaid'.

At the completion of a secondment the employee will automatically return to their substantive position.

Where SESLHD continues to pay the seconded employee on StaffLink and a temporary backfill position is required, a separate position number is required. The [Create a New Position in StaffLink Form](#) will need to be completed and emailed to SESLHD-PositionMaintenance@health.nsw.gov.au. The seconded employee's position will be set up as 0 FTE and will have an end date in line with the secondment period.

Approval to maintain access to and use of motor vehicles during an external secondment period is subject to specific written approval by the substantive Tier 2/GeneralManager/Director PaCH, or CE.

Accounting and payroll arrangements for secondees must be determined during the course of negotiations. Section 7 of this Policy, Accounting and Payroll Requirements, outlines the preferred arrangements of SESLHD, however negotiations in this regard can occur on a case-by-case basis.

5.3 PROCEDURE FOR APPLICATION – PRIVATE ORGANISATIONS

Employees may apply for secondment to private organisations. Each application will be considered on its merits taking into consideration the nature of the secondment, and the benefits and the impacts upon SESLHD.

Secondments to private organisations will be treated as **Leave without Pay** and the usual arrangements for such leave will apply (refer to [NSW Ministry of Health Policy Directive PD2023 045 – Leave Matters for the NSW Health Service](#)). HealthRoster will require Leave Without Pay (LWOP) to be entered.

All secondments to private organisations require approval of the Chief Executive via internal brief with evidence of support from the private organisation, eg employment letter of offer.

The line manager is to communicate the outcome of the Chief Executive decision to the employee by letter. Any documentation related to the secondment is to be placed on the employee's personnel file.

5.4 AUTHORITY TO APPROVE

Tier 2 Director, General Manager or Director PaCH have the delegation to approve –

- secondments internal to SESLHD as a result of parental leave
- secondments internal to SESLHD for any other reason up to an initial 12 months and a further extension of 12 months up to a maximum seconded period of two years in duration.

The Chief Executive retains the delegation to approve:

- secondments external to SESLHD of any duration
- secondments to private organisations of any duration
- secondments internal to SESLHD for any duration greater than 2 years.

5.5 MONITORING OF SECONDMENTS

All secondments within SESLHD must be monitored in line with all other temporary appointments (via the contract end date report in Manager Self Service (MSS) StaffLink). All secondments external to SESLHD, including private organisations, must be monitored by the relevant manager.

The relevant manager should ensure that no secondments extend beyond the agreed length, without the appropriate approval.

5.6 EARLY TERMINATION OF SECONDMENT PERIOD

Secondments may be terminated early for a number of reasons including the early return of the substantive position holder or resignation of the secondee. As much notice as possible should be provided by the secondee and/or manager when a secondment is terminated early, with a minimum of one month unless otherwise negotiated and agreed by all parties.

6. CONDITIONS OF EMPLOYMENT - SECONDMENTS

6.1 INTERNAL SECONDMENTS

All service during the secondment period counts as service. Where the role is relevant to the substantive position, on return the manager should determine if this service is relevant to progression within the substantive grade.

An employee who is appointed into a seconded role is entitled to carry across any leave accruals from the substantive role, enabling the employee to take leave whilst in the seconded role. ADOs should be taken prior to going on secondment, and then before returning to the substantive position. It is recommended that any leave accrued whilst on secondment is taken prior to return.

All leave taken whilst on secondment (over 13 weeks) is paid at the seconded role rate.

On completion of the secondment period, it is expected that the employee will return to their substantive role.

Employees of NSW Health are able to hold multiple roles at a time. For example, an employee holds both a substantive role (part time) and a seconded role (also part time).

During the first 40 weeks of a period of internal secondment, the substantive department will remain financially responsible for any parental leave which may commence during those 40 weeks. However, if an employee is still on secondment and they commence parental leave after 40 weeks, then the host department becomes financially responsible for any parental leave applicable.

6.2 EXTERNAL SECONDMENTS

An employee who is appointed into an externally seconded role is entitled to carry across any leave accruals from the substantive role, enabling the employee to take leave without waiting to accrue new leave in the seconded role. Any leave accrued whilst on secondment is required to be taken prior to return to the substantive role. All leave taken whilst on external secondment is paid at the seconded role rate.

Employees of NSW Health may be able to hold multiple roles at a time (in accordance with applicable Awards). For example, an employee may hold both a substantive role (part time) and a seconded role (also part time).

Externally seconded employees who are paid via an External Agency are required to have their leave accruals put on hold within StaffLink for the duration of the external secondment period.

The extent to which an employee on external secondment retains the benefits associated with continuous employment varies from case to case and is dependent on the specific agreement with SESLHD.

The following costs are to be met by the external institution:

- Salary (including any applicable allowances, penalties, etc)
- Employer's Superannuation Contribution
- Annual Leave Loading
- Workers Compensation
- Provision for Annual Leave
- Provision for Long Service Leave - Long Service Leave to be costed out to non-government organisations only
- Administrative costs
- Any other negotiated costs, eg, motor vehicle, mobile phone etc
- GST

The employee will be entitled to the relevant conditions applicable to the host organisation, i.e. annual leave, FACS leave, etc. during the period of the secondment.

7. ACCOUNTING AND PAYROLL REQUIREMENTS

Secondments within SESLHD do not require any leave liability transfers.

Where a secondment is to another legal employer, the leave liability will be transferred to the home cost centre at the end of the secondment period.

The secondee is required to advise the external organisation/other legal employer (not including private organisations) that they are coming from SESLHD to ensure the external organisation/other legal employer prepares a Details of Previous Employment (DOPE) form and sends it directly to HealthShare via HSNSW-Payroll@health.nsw.gov.au.

Accounting and payroll arrangements for secondees must be determined during the course of negotiations. Below are the preferred costing arrangements of SESLHD.

- **Internal Secondments:** Secondment arrangements should be made to place the employee into the secondment position for the period of the secondment.
- **Ministry of Health Secondments:** The secondee is to be paid via the payroll of the Ministry of Health.
- **Other Public Sector Secondments (eg, Minister's Office, NSW Police, etc.):** The secondee is to be paid via the payroll of the host organisation. The period of secondment is classified as Leave without Pay (LWOP) and the secondee is suspended on the SESLHD Payroll. Upon completion of the secondment, the employee should supply verification of service at the host organisation to SESLHD, so that their length of service can be adjusted. LWOP may have implications for the accumulation of Long Service Leave.
- **Private Sector Secondments:** The secondee is to be paid via the payroll of the host organisation and employees from such bodies who are seconded to SESLHD will conversely be paid through the SESLHD Payroll. The period of secondment is classified as Leave without Pay (LWOP) and the secondee is suspended on the SESLHD Payroll. Upon completion of the secondment, the employee should supply verification of service at the host organisation to the SESLHD, so that their length of service can be adjusted. LWOP may have implications for the accumulation of Long Service Leave.
- Conditions of Subsidy in relation to an Administrative Charge for Seconded staff - up to 7.5 per cent.
 - a) Public Health Organisations may levy an administrative charge to recover costs associated with:
 - i. The support of projects and programs funded by the Ministry of Health

- ii. The management of Restricted Financial Assets
- iii. The recouping of seconded employee costs and on-costs.

b) Public Health Organisations are to ensure:

- i. The overhead charge is commensurate with the marginal cost of providing the support
- ii. The overhead charge is determined in a transparent manner (based upon an estimate of actual effort required)
- iii. The overhead charge applied to funding is communicated to the budget holder in a timely manner
- iv. The overhead charge applied to Restricted Financial Assets is transferred as an expense offset to the General Fund.

c) In recouping overheads, the maximum rate to be applied is 7.5 per cent.

For further information in relation to administrative charges for seconded staff, contact your local finance team.

8. DOCUMENTATION

- [Secondment Details Form](#)

9. AUDIT

- MSS Secondment Report

10. REFERENCES

Internal References

- [SESLHD Delegations of Authority Manual](#)

External References

- [NSW Ministry of Health Policy Directive PD2023 024 - Recruitment and Selection of Staff to the NSW Health Service](#)
- [NSW Ministry of Health Policy Directive PD2016 046 - Resolving Workplace Grievances](#)
- [NSW Ministry of Health Policy Directive PD2023 045 – Leave Matters for the NSW Health Service](#)
- [Health Industry Status of Employment \(State\) Award](#)
- [Awards and Conditions](#)
- [Stafflink guide - Secondment eForm in MSS – for internal and external secondments \(not private organisations\)](#)

11. VERSION AND APPROVAL HISTORY

Date	Version No.	Author and approval notes
July 2015	0	Kelly Crawford, A/Manager Recruitment and Workforce Transaction Services, SESLHD. Endorsed by A/Director Workforce Services, SESLHD
August 2015	1	Draft for Comment
September 2015	1	Minimal changes made following Draft for Comment. Endorsed by Executive Sponsor to publish.
November 2016	2	Minimal changes to update links and include information for early termination of secondments
November 2016	2	Updates endorsed by Executive Sponsor
November 2017	3	Updates made to system names, departments names and links
December 2020	4	Major review commenced. Draft for comment period. Updates to positions/directorates. Addition of GSE Act and GSE Rules governance. Addition of administrative charges for secondments.
February 2021	4	Approved by Executive Sponsor. To be tabled at Corporate Executive Council for approval to publish.
March 2021	4	Approved at Corporate Executive Council pending a position policy on the Non-Government Organisation (NGO) secondments.
March 2021	5	Additional information included and approved by Executive Sponsor.
February 2022	6	Review commenced. Changes to authority to approve secondments internally. Updates to terminology, positions.
March 2022	6	Listed on draft for comments page.
May 2022	7	Feedback received and procedure updated. Approved by Executive Sponsor. To be processed by Executive Services for tabling at SESLHD Executive Council for approval to publish.
June 2022	7	Endorsed by SESLHD Executive Council.
July 2022	7	Processed and published by SESLHD Policy.
16 January 2024	7.1	Minor review. Updated in accordance with revised NSW Ministry of Health Policy Directive PD2023_024 - Recruitment and Selection of Staff to the NSW Health Service. Appendices removed.