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## AUPE Support Staff Secondments Policy

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### Department Policy Number

020 004

### Effective Date

Revised June 1, 2007

Revised November 1, 2000

### Purpose

### Definitions

Policy The University recognizes that support staff career related development and enhancement are of benefit to the staff member and the university. Through this policy certain support staff positions, subject to operational requirements, may be posted as secondment opportunities.

#### 1.0 Eligibility

- 1.1 Temporary full-time and permanent full-time support positions at a classification range of four (4) and above and of six to twelve months' in duration may be posted as secondments.
- 1.2 Permanent AUPE support staff members who have completed their probationary period are eligible to apply. Staff members may apply on a secondment position which is an upward, downward or lateral classification move. A downward move cannot be more than one level downward.

#### 2.0 Recruitment and Selection

- 2.1 Secondment opportunities will be posted as such and the [AUPE Permanent and Temporary Support Staff Hiring Guidelines Policy](#) will govern the process.
- 2.2 Interested staff will be based to submit an updated resume and a statement demonstrating how the secondment opportunity is career related. The letter should include the employee's career goals, their present knowledge and abilities and the knowledge and abilities they expect to acquire during the secondment period that clearly relate to their career plan.



- 2.3 The selection committee will consider applicants' qualifications and skills, the relevancy of applicants' career goals in relation to the secondment position, and the overall benefit of the opportunity to the applicants' and the university. If a preferred candidate does not meet the full requirements of the secondment position, a recommendation may be made for a training level position in accordance with Article 13 of the The Governors of Athabasca University (the Board)/AUPE Collective Agreement.
- 2.4 The successful candidate will be placed in the secondment position subject to the operational requirements of the home position and department. The seconded staff member's home position will be filled on a secondment or temporary basis.

### 3.0 Remuneration

- 3.1 Remuneration paid in secondment positions shall be in accordance with The Governors of Athabasca University (the Board)/AUPE Collective Agreement. Adjustments, such as annual merit increments will apply as usual during the secondment period.
- 3.2 If the classification level of the secondment position is the same as that home position, there will be no adjustment in salary. It is recognized that the job being done is worth relatively the same and the reward to the staff member is the opportunity for career development and enhancement of knowledge/skills that will come out of the situation.
- 3.3 If the classification level of the secondment position is greater than that of the home position, the staff member's salary shall be adjusted to the minimum of the range of the seconded position, or if already higher, by one increment in the seconded range.
- 3.4 If the classification level of the secondment position is lower than that of the home position, the current rate of pay in the lower range will apply; however, if the staff member's current salary in the home position is higher than the maximum of the seconded position's range, the salary will be adjusted to the maximum of the seconded position's salary range.
- 3.5 In the case of a training level position, Article 13 of The Governors of Athabasca University (the Board)/AUPE agreement applies.

### 4.0 Appointment

- 4.1 A staff member on secondment is subject to a one month trial period during which the university and/or the staff member has the option of returning the staff member to the home position.
- 4.2 A training plan identifying the type of training (on the job, internal and/or external training), how the training will be accomplished and related time-frames will be developed and attached to the staff member's letter of offer. This plan will be



provided by the department head or supervisor in consultation with Human Resources.

- 4.3 While on secondment, a staff member has the option to apply for any permanent position which is posted.
- 4.4 The staff member retains the right to return to their home position at the same salary and benefits (subject to merit, economic and other adjustments which have occurred during the secondment period) held prior to the secondment.
- 4.5 If a secondment position was temporary and becomes permanent, the position will be posted as per Article 11 of The Governors of Athabasca University (the Board)/AUPE Collective Agreement.
- 4.6 A staff member must return to their home position for a period of at least one year before applying for further secondment opportunities.

## 5.0 Assessment

- 5.1 The home department is responsible for conducting the seconded staff member's annual assessment, unless the staff member started the secondment prior to January 1st of the assessment year and is still on secondment at July 1st of that year in which case, the secondment department is responsible for the assessment.
- 5.2 At the conclusion of the secondment period, an assessment should be conducted in accordance with the [Annual Performance Assessment - AUPE Support Staff Policy](#) and should address the training plan established at the commencement of the secondment.

## **Regulation**

N/A

## **Procedure**

N/A

## **Approved by**

Executive Group

## **Amended Date/Motion No.**

## **Related References, Policies, and Procedures**

[AUPE Permanent and Temporary Support Staff Hiring Guidelines Policy](#)  
[Annual Performance Assessment - AUPE Support Staff Policy](#)  
[Code of Conduct for Members of the University Community](#)



[The Governors of Athabasca University \(the Board\)/AUPE Collective Agreement](#)

**Applicable Legislation/Regulation**

*Alberta Human Rights, Citizenship and Multiculturalism Act*

[Charter of Rights and Freedoms](#)

**Responsible Position/Department**

This policy is maintained and administered by Human Resources. Please contact the Human Resources Advisor or the Human Resources Administrator for further information. Contact information can be found on the Human Resources website at <http://www1.athabascau.ca/hr>

**Keywords**