

Guidelines

Staff Secondment

March 2000

As circumstances require, staff may be seconded to positions within or outside their home department. Secondments enable the University to deploy staff members in areas where their expertise is required because of project work, unexpected or planned absences of regular staff, or special needs. The following guidelines outline procedures to be followed in these situations. (Note: these guidelines do not apply to reassignment of duties or changes within the normal scope or priority of a job description.)

Eligibility

Work on projects with an expected duration of 12 months or less, but at a recognizably higher level than the normal work grade, will be handled through the stipend guidelines. In order for the 'move' to be considered a secondment:

- a staff member must work more than 50% of a normal work week in the seconded position;
- the secondment is expected to be more than 12 months duration (Note: the duration of the secondment may or may not be defined.)

Classification and Performance Appraisals (including Consultation and Approval Process)

A staff member who is seconded to a position at a higher classification level than her/his normal position, may be temporarily reclassified for the duration of the secondment to that higher grade level or one appropriate to the work being performed. (Note: A reclassification is not always necessary). Depending on the percentage of time worked in the seconded position, reclassifications will be considered and determined by the Human Resources Department and the appropriate supervisor of the seconded position, with or without consulting the home department Head, as follows:

- When a staff member is 100% in the seconded position, the home department Head will be informed of any temporary change in grade.
- When a staff member is less than 100% in the seconded position, the home department Head will be consulted about any temporary change in grade.

Where a staff member is 100% seconded, performance appraisals will be the responsibility of the appropriate supervisor of the seconded position; the home department Head will be informed of the appraisal and rating. Where a staff member is less than 100% seconded, the performance appraisal and rating will be determined by the appropriate supervisor of the seconded position, in consultation with the home department Head.

Return to Home Department

When a staff member returns to her/his previous position, the staff member resumes the classification for that position.

- If the salary earned during the secondment falls within the range of the staff member's previous classification, the normal salary administration process occurs.
- If the salary earned during the secondment falls beyond the maximum of the staff member's previous classification, the salary will be reduced to the maximum of the range for the position resumed. The normal salary administration process occurs.

Note: Salary remains a responsibility of the home department throughout the duration of the secondment. If a reclassification occurs, the seconding department will pay the difference in salary in the year in which the reclassification occurs, until May 1 of the fiscal year when the central fund will adjust the operating budget of the home department.

Last web update: July 20, 2006

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