



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>SECONDMENTS</b>
<b>Parent Policy:</b>	Secondments
<b>Effective Date:</b>	June 22, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	June 22, 2015
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy [Secondments]
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees – All Employees

### Part I Reason for Procedure

To set out Procedures secondary to the Policy: Secondments for the provision of opportunities for an employee to apply for a temporary leave of absence from his/her position to provide services to other organizations on a mutually agreed basis between the University and that other organization.

### Part II Procedures

#### 2.1 Definition

A secondment is a contract between two organizations for services. The services may involve an employee, but does not directly affect the employment relationship inside the organization.

## **2.2 Secondment to the University**

2.2.1 The University may enter into agreements with other organizations in which the University will seek to obtain the services of an employee from that organization. The purpose of such a secondment will be to fill a specialized skill or service, to obtain the services for a specific period of time, or to work together with University employees on a team based project.

2.2.2 Normally such a secondment will be arranged such that no University employee's position is eliminated by the secondment.

2.2.3 The employee seconded to the University will normally continue to be paid his/her regular salary and continue to receive benefits applicable to the home organization. The University will pay for such services through a billing process with the home organization. The employee will continue to be an employee of the home organization and therefore will not become a member of any University employee group.

## **2.3 Secondment from the University**

2.3.1 The University may enter into agreements with other organizations in which the University will respond to a request from an external organization for services by a University employee. The purpose of such a secondment will be to provide a specialized skill or service, to provide the services for a specific period of time, or to work together with employees of other organizations on a team based project.

2.3.2 If the University agrees to such a secondment, it will be arranged with the consent of the employee being seconded. At the end of the secondment the University employee will be returned to his/her former position or a similar level position.

2.3.3 The employee seconded from the University will normally continue to be paid his/her regular University salary, accrue University service and continue to receive University benefits and terms and conditions of employment based on his/her position with the University. The external organization will pay the University for such services through a billing process. The employee will continue to be an employee of the University and therefore will remain in his/her current bargaining unit or employee group.

## **2.4 Not a Secondment**

2.4.1 If the proposed secondment from the University involves a change in the compensation provided to the employee, the arrangement will not qualify as a secondment. Instead the employee may request a leave of absence without pay from his/her position with the University.

2.4.2 If such a leave is granted, the employee may then become an employee of the external organization. Compensation from the external organization will be a

matter between the employee and the external organization. The employee will be entitled to continue staff benefit coverage based on his/her position with the University as provided in the respective benefit plans for an employee on a leave of absence without pay. Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.

## **2.5 Legal Agreement**

2.5.1 All secondments must be in the form of a standard legal agreement between the University and the external organization.

2.5.2 These legal agreements shall be prepared by the University Legal Counsel and require the authorization of the Vice-President (Administration).

2.5.3 Secondments shall be for a specific period of time and may be renewed by mutual agreement. All renewals must continue to follow the process identified in 2.5.

### **Part III Accountability**

- 3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is June 22, 2015.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);
  - b) the relevant Policy is revised or rescinded.

### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
- c) Policy 903 Leave of Absence (dated April 15, 1974).

**Part VI**  
**Cross References**

Policy: Secondments

Policy: Leave of Absence

Procedures: Leave of Absence