

People Policies and Procedures

SECONDMENTS

Our goal is to have engaged and helpful colleagues who will deliver ever improving customer service.



Manchester Airports Group

1. INTRODUCTION

In keeping with our wish to invest in our people, whenever we have a need to fill a position on a short-term basis, our aim will be to use this as an opportunity for colleagues to develop their skills or expand their knowledge and experience. Where a secondment is considered this will be subject to the releasing department being adequately resourced. Managers will aim to accommodate secondments where possible.

Scope

The procedure applies to employees within Manchester Airports Group.

2. ELIGIBILITY

The circumstances in which secondments will be considered will usually be as described below:

2.1) Where a development need has been formally identified within the performance review process; and

- where the need cannot be met within your own role; and
- where the recruiting manager, the owning manager and you agree that the development need could be met through the secondment; and
- where the secondment period is normally for 12 months or less; and
- where the owning manager recruits additional resource before the release date (or)
- in limited circumstances, which will not normally exceed 3 months: where the owning manager agrees to release you without replacing you for the duration of the secondment, having given due consideration to the effect of the reduction on the remaining team.

2.2) Where a temporary vacancy of a defined duration e.g. maternity cover, project role, is advertised and you apply successfully through the usual recruitment processes; and

- where the owning manager recruits additional resource before the release date (or)
- in limited circumstances, which will not normally exceed 3 months: where the owning manager agrees to release you without replacing you for the duration of the secondment, having given due consideration to the effect of the reduction on the remaining team.

Your line manager will be expected to do everything reasonably practicable to allow you to take up a secondment but there may be overriding commercial or operational reasons why s/he must refuse. These will be explained to you.

If the secondment is agreed, its start date will be agreed between your current line manager and the recruiting manager.

3. DURING THE SECONDMENT

Your performance will be regularly assessed within the usual performance management process.

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In all cases, your substantive role will be that held prior to the secondment unless you're subsequently appointed to the role on an indefinite basis, in which case usual recruitment and selection processes and authorisations will apply.

Where the secondment is filling a position with an established grade, whether it is higher or lower than your existing salary, you will be placed on that grade at the point closest to your existing salary. If this would have the effect of a reduction in salary, you will be placed instead on the grade above. Where there is no established grade, you will remain on your existing salary. During your secondment, the department into which you are seconded will pay your salary.

4. AT THE END OF THE SECONDMENT

One month prior to the end of the secondment period, the date of which as previously specified, your secondment manager and your original manager will make arrangements for your return to your original role and for the release of any person who has been covering your role.

This will include:

- Handover of any performance management notes to your owning manager;
- Agreeing with you how your learning / additional experience can be applied in your original role;
- Amendment of your details on the MAG People System (MPS) (at the appropriate time);

Successive 12-month secondments of the same person into the same role are not acceptable.

Where the secondment is approved and advertised as a permanent vacancy you will have the opportunity to apply through the usual selection processes. In this situation the recruiting manager may, with the agreement of the HR BP, use a truncated selection process provided the needs of any redeployment candidates are considered as a priority, in line with the MAG Recruitment Policy.

5. REVISION HISTORY

Revision Date	Revision Description	Revised By
01/05/08	Issue at Manchester	Nikki Wollerton
01/06/09	Issue at Bournemouth	Nikki Wollerton
03/08/09	Issue at East Midlands	Nikki Wollerton
01/03/10	Issue at Humberside	Vickie Blackhurst

This policy is approved by:
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