

Arrangements where the host organisations continues to pay salary and entitlements

This is often a straightforward arrangement if the placement or secondment is proposed for a period longer than 12 months. During the term of the arrangement the employee will be an employee of the host organisation for all purposes. All costs associated with the employment of the employee under these circumstances will be the responsibility of the host organisation. The employee will be bound by the host organisation's employment legislation and terms and conditions of employment.

Under this arrangement the employee is granted leave without pay under Public Sector Employment and Management By-law 16 and the accrual of NTPS entitlements ceases for the period of the arrangement. CEO approval for work outside employment in accordance with section 61 of the Act is also required.

Under the provisions of By-law 16 a period of leave without pay does not count as service for any purpose and the employee is unable to access any accrued entitlements. However, the home organisation may consider it desirable for the secondment period to count as service for the purpose of some entitlements such as long service leave, maternity/parental leave, increments and airfares, and to allow the employee access to accrued entitlements such as sick leave and recreation leave during the secondment period.

If this is the case a Commissioner's determination authorising these provisions is required and the agency and the host organisation will need to reach agreement on the administration of those conditions.

Placements to organisations outside of the NTPS will be similarly negotiated on an individual basis. Assuming the secondment is not to count as service for any purpose then the following arrangements might apply:

Salary and Allowances

Salary and allowances would cease to be met by the home organisation, with the host organisation assuming responsibility for the period of the secondment.

Recreation Leave

During the period of the secondment, the employee may accumulate recreation leave credits in accordance with the host organisation's conditions of service. Approval for utilisation of these recreation leave entitlements would be subject to the discretion of the host organisation. Any remaining

entitlements accrued would be paid out on completion of the secondment arrangement.

Sick Leave

During the period of the secondment, the employee may accumulate sick leave credits in accordance with the host organisation's conditions of service. The utilisation of sick leave entitlements would be the responsibility of the host organisation for the period of the secondment. Unused sick leave entitlements accrued during the secondment would lapse on the return of the employee to the home organisation at the completion of the secondment.

Long Service Leave

The employee would be subject to the terms and conditions applying to the host organisation with respect to long service leave. Other than where it is contemplated that service with the host organisation will be recognised during the period of the secondment, in which case a Commissioner's determination is required, it is not expected that long service leave would be a consideration when formulating a secondment agreement.

Airfares

NTPS employees employed prior to 1987 are entitled to airfares. If the airfare entitlement falls due during the period of secondment the payment of the airfare is deferred by the period of the secondment arrangement.

Increments

The employee's anniversary for incremental progression is deferred by the period of the secondment.

Maternity/Parental Leave

The employee would be subject to the conditions for maternity / parental leave applying in the host organisation.

Workers Compensation

Workers compensation is the responsibility of the host organisation during the period of the secondment.