

 Procedure

Management of teacher secondments to non-teaching roles including Education officer – special duties (EOSD)

Implementation Date: 26/06/2018
Version: 3.0

Audience

This procedure is applicable to employees of the Department of Education engaged as teachers under the [Teaching in State Education Award – State 2016](#). This includes school leaders and heads of program.

This does not apply to teachers who apply and are successful in gaining a position in another agency (i.e. external secondment).

Purpose

This procedure details the steps which apply to secondment of teachers to non-teaching roles within the department.

Overview

The department recognises the mutual benefits of temporarily appointing permanent teaching employees in non-teaching roles, to provide professional development opportunities, and personal benefit as well as assisting in succession planning to meet current and emerging business needs.

Secondments are undertaken by employees for a temporary, defined period of time to facilitate the achievement of a particular piece of work.

When non-teaching roles require teaching experience e.g. a teaching/education qualification, teacher registration, teacher expertise or skill set, the secondment is referred to as Education officer - special duties (EOSD).

Responsibilities

Employees

- Ensure you understand the employment conditions of the position to which you will be seconded, referring to the [EOSD employment conditions](#) factsheet (if applicable) and letter of offer, including the:
 - terms and conditions of employment (hours, higher duties, external/internal secondment, benefits, vacation/recreation leave, accrued time off)
 - start and end date of the secondment or appointment and the possibility of the arrangement being extended (and the notice period required to extend)
 - potential impacts (if any) on increment advancement and leave/vacation/recreation entitlement

- accrual and subsequent using or cashing out of recreation leave accrued during the secondment prior to returning to their substantive role (if applicable).
- Ensure that all accrued hours (e.g. accrued time off (ATO/ADO), time off in lieu of overtime (TOIL) and recreation leave) are exhausted (or cashed out in the case of annual leave/recreation leave in accordance with the [cashing out annual / recreation leave](#) procedure) prior to returning to their substantive teaching role.
- Remain in contact with your substantive school whilst on secondment to enable participation in professional development opportunities designed to maintain teaching currency (where offered).

Releasing school

- Facilitate participation for the teacher in professional development opportunities designed to maintain their teaching currency where they are seconded for an extended period.
- Discuss leave entitlements with the employee to ensure there is a shared understanding of how any leave entitlements will be managed prior to their return to their substantive role.
- Discuss any impacts that accepting the position may have on return to their substantive teaching role.

Receiving work unit

- Ensure the position is in funded establishment, with an approved role description, for which an approved recruitment process has occurred.
- Provide information to the employee regarding the position including:
 - employment conditions of the position
 - potential impacts on increment advancement
 - leave and vacation entitlements associated with the position
 - impacts (if any) that accepting the position may have on return to their substantive teaching role.
- Ensure employee has exhausted all accrued hours (e.g. ATO / ADO, TOIL and recreation leave) prior to returning to their substantive teaching role. This may mean allowing the employee to take accrued recreation leave during the last days/weeks of their secondment, prior to returning to their substantive role or the employee applying to cash out their annual leave (in accordance with the [cashing out annual / recreation leave](#) procedure).
- Release the employee, at cost to the receiving work unit, prior to the end of the secondment period to facilitate attendance at professional development activities designed to maintain teaching currency. This may also include reorientation to classroom/teaching profession at their substantive school location.

Regional Human Resources

- Work with the receiving work unit (if required) to ensure the employee is aware of the associated conditions of employment of the role, including allowances (if any) and leave and vacation entitlements due.
- Identify any potential impacts for the school and support principal / Regional Director in discussion on impact and appropriate actions.

Process

Prior to commencing the secondment process, it is required that the appropriate recruitment and selection process has been followed to ensure:

- the business need has been defined appropriately
- a role description is available and has been evaluated
- the requirements and selection criteria for the role are clear
- the start and end dates of the secondment are clear
- the preferred candidate has been identified.

1. Seek approval to second

Contact the principal / Regional Director, in writing, to seek approval to second the teacher/principal and discuss:

- length of secondment, with a maximum of 3 years
- conditions (i.e. full-time/part-time)
- possible start date and finish date. It is reasonable that the secondment aligns with the school term and provides sufficient time for the school to find a suitable replacement teacher.

In instances where the secondment of a school leader or head of program will be greater than 12 months, the supervisor and local HR team may negotiate for the employee to [unattach from position](#).

2. Secondment approved / not approved

The principal / Regional Director responsible for a teacher / principal who has been offered a secondment can:

- approve the secondment for the requested period
- approve the secondment for a negotiated shorter period
- not approve the secondment due to operational requirements. In this instance the principal / Regional Director should consider alternative mechanisms to meet the teacher's development needs (e.g. training and development programs, mentoring).

Approval will be granted in writing, via letter or email.

3. Notification to Payroll

Once a secondment has been approved, complete the DoE [appointment and roster variation](#) form and forward to Payroll services in a timely manner to ensure the employee's records are updated and salary payments are correct.

4. Request for extension

Extension of secondment – teachers

A secondment must not extend beyond a period of three years. The three year timeframe is intended to ensure that teachers retain currency and practical expertise in their *substantive* role.

The receiving work unit is to negotiate with the releasing school for any extension of the secondment.

If the employee is extended, the receiving work unit must advise Payroll services of any change to the original end date either through the [temporary engagement management portal](#) (TEMP) or [appointment and roster variation](#) form.

Extension of secondment – school leader / head of program

In instances where the secondment of a school leader or head of program will be greater than 12 months, the Regional Director and local HR team may negotiate with the employee on the process of [unattach from position](#).

The receiving work unit is to negotiate any extension of the secondment or appointment with the releasing school, providing appropriate notice (recommended at least 4 weeks). It is recommended that the request to extend secondment of a teaching employee be made no less than one term prior to the end date of the original secondment period to ensure minimal disruption to students and school communities.

5. Request to shorten the secondment

Where a secondment is to be shortened / terminated prior to the original end date the following steps must be followed:

- consideration given to the notice that is provided to the school to allow for the appropriate cessation of backfilling arrangements within the school. It is recommended the noticed provided should be between four weeks and one term, and must be agreed to by the school.
- the end date should align to the school term to facilitate resumption of duties for the first day of a school term.
- advise Payroll services of change to original end date either through the [temporary engagement management portal](#) (TEMP) or [appointment and roster variation](#) form or written / emailed advice.

6. Return from secondment

Teachers

Teachers returning from secondment will resume duty at their substantive school location unless transferred to another location or negotiated with regional human resources.

School leaders and heads of program

School leaders and heads of program will return to their substantive location. Unattached school leaders and heads of program will be advised of their return location at least one term prior to the secondment end date.

Definitions

Term	Definition
Education officer – special duties (EOSD)	<p>An EOSD is a teacher or school based leader whose qualifications, registration, contemporary knowledge, and school based-experience, in areas of curriculum, teaching and learning or school management issues is considered mandatory for completion of the responsibilities of the role.</p> <p>An EOSD arrangement is where the teacher is seconded for a period of up to 3 years at their substantive level and paid an additional EOSD allowance (excluding principals). Refer to the EOSD employment conditions factsheet.</p>
heads of program and school leaders	A school leader or head of program is a teacher in a promotional teaching position as defined in the Teaching in State Education Award – State 2016.
substantive role / position / classification	A substantive role / position / classification is defined as an employee's permanent position, classification level and geographic location.
internal secondment	The temporary appointment of a permanent employee for an agreed period of time to a DoE position at either the same, lower or higher classification level.
external secondment	The temporary appointment of a permanent teaching employee to fill a role in another public service agency (i.e. external to DoE) for an agreed period of time at either the same, lower or higher classification level.
employee	For the purpose of this procedure, the employee is defined as all permanent (full time and part time) employees engaged with DoE under the Teaching in State Education Award – State 2016.
mandatory qualification	Means a qualification that an employee is required to hold in order to undertake the duties of a specific role.

Legislation

- [Teaching in State education Award – State 2016](#)
- [Recruitment and selection \(Directive 15/13\)](#)
- [Transfer within and between classification levels and systems \(Directive 10/16\)](#)
- [Senior officers – employment conditions \(Directive 24/16\)](#)

Delegations/Authorisations

- Nil

Related policies

- [Recruitment and selection](#)
- [Leave](#)

Related procedures

- [Hours of work, accrued time off, time of in lieu and timesheet arrangements for-school based public servants](#)
- [Cashing out of annual leave / recreation leave](#)
- [Unattach from position](#)

Guidelines

- [EOSD employment conditions](#) factsheet

Supporting information/websites

- [Appointment and roster variation](#) form
- [Temporary engagement management portal](#)

Contact

For enquiries regarding:

- EOSD secondments, contact your Regional Office.
- Payment while on secondment, contact your Payroll team.
- This procedure, contact:

Integrity and Employee relations

Phone: 3513 6512

Email: employeerelations.humanres@qed.qld.gov.au

Review date

26/06/2020

Superseded versions

Previous seven years shown. Minor version updates not included.

2.0 Management of Secondments – Teachers

Creative Commons Licence

