DLSP SECONDMENT POLICY

GENERAL POLICY
Secondment is the transfer of personnel from one DLSP institution to another for a specific period of time with the main purpose of sharing of competence and expertise of the “home-institution” brought by the transferred personnel to the “institution-at-need”. This secondment agreement is initiated at the Vice Chancellor level and approved by the respective Presidents-Chancellors of the affected institutions.

OBJECTIVE
Secondment is done as a means of improving the business operational and learning-delivery processes of the institutions participating in this activity through the concepts of sharing and collaboration.

SCOPE
This policy will cover both non-teaching and teaching personnel, including Lasallian Brothers at DLS-CSB and the participating Lasallian institutions.

DEFINITION

1. SECONDMENT is an arrangement entered into by DLS-CSB and another Lasallian institution whereby they agree to lend a regular employee from a “home-institution” to an “institution-at-need” for a certain period of time for purposes of assisting in the improvement of a specific business operational or learning-delivery process.

2. “Home-Institution” is the Lasallian institution from where the seconded employee originates.

3. “Institution-at-Need” is the Lasallian institution where the seconded employee is assigned.

4. Business Operational Process is any function done by a specific department or office supporting the academic mission of the School.

5. Learning Delivery Process is any function performed by any academic or teaching group/s of the School.

6. Specific Period of Time is the length of secondment provided in the initial Secondment Agreement that extends for six months and that will serve as a Probationary period. This can be extended to a maximum of two School Years, as provided in a revised Secondment Agreement, with consent from the seconded employee, if the need is still present.

7. Seconded Employee is a regular employee of the “home-institution” who is assigned, transferred and performing functions for the “institution-at-need” for a specific period of time.

8. Presidents-Chancellors are the persons in authority who can formalize a Secondment Agreement. They may also appoint a person in authority to represent them in case they are unable to sign the Agreement.

9. Vice Chancellors are the persons in authority who can initiate a secondment arrangement as they have a better grasp of total strategic needs within their respective areas of responsibility.
10. HRD is the department that will draft the Secondment Agreement, set the parameters of involvement of the seconded employee and ensures that the latter’s compensation and benefits, including tenure is guaranteed during the entire secondment period.

GUIDELINES

1. Secondment is initiated at the “institution-at-need” by any Vice Chancellor who has identified within his/ her group a vacancy that can be filled by available competent and experienced personnel coming from another DLSP institution who is willing to transfer its own regular employee to fill such vacancy.

2. The request for a secondment is presented in a letter of intent/ proposal submitted by the above mentioned Vice Chancellor to his/ her President-Chancellor justifying the need for such a secondment and the terms of reference involved in this arrangement (position to be filled; period of secondment; salary and benefits of such position; prospective “home-institution” where possible transferee will come from; name, position, salary & benefits, resume/ qualifications of this possible transferee; indication of willingness from the transferee, if available).

3. The President-Chancellor of the “institution-at-need” upon approval of the secondment proposal official communicates with his counterpart at the “home-institution”. If the latter indicates willingness, the immediate superior and his/ her Vice Chancellor in the “home-institution”, together with the HRD Head are tasked to arrange with their counterparts at the “institution-at-need” in order to prepare the required Secondment Agreement and various other documentation for this arrangement.

4. The following provisions are “musts” requirements that should be stipulated in the Secondment Agreement:

   a. The specific job description of and the job qualifications for the vacant position to be filled in by the transferee;

   b. The period of secondment which shall initially be six (6) months to enable a probationary period for both the concerned transferee and the “institution-at-need” to adjust to each other, with a provision to allow for extension of not more than two school years initiating from the end-date of the probationary period. (NOTE: Both the seconded employee and the “institution-at-need” may at anytime during the period of secondment end the arrangement. To do this, two weeks notice should be observed by both parties who shall then notify their respective Vice Chancellors and their HRD Heads who in turn shall notify the concerned President-Chancellors).

   c. The specific Professional Fees” (subject to applicable tax) that must be paid by the “institution-at-need” to the seconded employee and the mode of payment for the duration of the secondment period.
d. The assurance that the benefits of the seconded employee will remain to be honored by the “Home-institution” and provisions on specific procedures in the availment of such benefits by the seconded employee. (NOTE: Example of “procedures” as stated in previous sentence is an expressed agreement between the two institutions that for some benefits to be availed of, the “institution-at-need” may issue to the seconded employee and will be charged to the “home-institution”.)

e. The guarantee that the compensation, benefits, privileges and tenure of the seconded employee in the “home-institution” shall be retained, not diminished, nor disrupted during the secondment period.

f. For purposes of securing the re-classification and salary increases of the seconded employee, the “institution-at-need” shall conduct regular performance evaluation of the seconded employee, the results of which shall be transmitted to the “home-institution”.

g. Should there be extra compensation in the form of honorarium, allowance, benefit or reward granted by the “institution-at-need” to the seconded employee during the secondment period in recognition of exemplary performance and results, all of these shall accrue to the employee only during such secondment period, and the “home-institution” is not obliged to carry these over upon return of the seconded employee.

h. After the two-year period, the “institution-at-need” may have the option to absorb the seconded employee, provided the employee and the “home-institution” agree. In such case of absorption, the seconded employee’s classification, job rank, salary and benefits shall be determined by the system and regulations of the “institution-at-need” which is not obliged to provide the same compensation and benefits received at the “Home-institution”. Moreover, the seconded employee shall resign from the “home-institution”, be paid his/her final pay, officially cleared with signed waiver. The seconded employee shall start Day 1 at the “institution-at-need”.

i. The seconded employee shall observe the provisions of the applicable Staff Manual of the “institution-at-need” during the period of secondment. Any question/s in the application of provisions to the seconded employee shall be decided with finality by the HRD Head of the “institution-at-need” with proper consultation with his/her counterpart at the HRD of the “home-institution”, and confirmed by the concerned Vice Chancellors of the two institutions.

For some very special secondment arrangements, the Presidents-Chancellors of the two institutions may arrive at specific arrangements that may not be fully covered by the guidelines enumerated in this Secondment Policy. In such cases, whatever would have been agreed upon must receive the confirmation and approval of the respective President’s Councils of the two institutions. These Councils shall also decide whether such changes are specific to the above mentioned secondment arrangement or would become part of the general guidelines thus effectively amending this Secondment Policy.