

Yorkshire Building Society

Secondement Policy Statement

Introduction

A secondment is a temporary opportunity for a colleague to develop additional skills over a specified period of time, and can support career development and progression for the secondee.

Secondments Explained

- For colleagues, a secondment provides an opportunity for career development through skills enhancement
- For the business, secondments provide a useful way of resourcing short term assignments, projects or other business requirements.
- For both the business and the colleague, there are benefits such as improved team working and cross-functional communication leading to improved morale and motivation.

Typically a secondment will be not less than six months and not more than two years (this is dependent on the reason for the secondment) and can be full or part-time based on business needs. Typical reasons for setting up a secondment might be;

1. Special projects of limited duration ('Planned transfer' secondment)
2. Maternity or long term sickness cover
3. Roles where transferable managerial skills rather than specific professional or technical qualifications are required
4. Roles that are difficult to fill

All secondments should be Business-led where the main driver is to support an individual's development through the Society's need to fill a post on a temporary basis. The time limit for someone on a secondment should typically be for a period of 6 - 24 months.

Secondments sometimes lead to the possibility of a permanent position so should be handled consistently.

For any secondment to work effectively, the individual, the current line manager and the host manager need to ensure that they communicate effectively with each other at every stage of the process.

Before finalising a secondment, it is particularly important that the host manager discusses with the current line manager how the secondment will help to support the individual's development goals.