

The transfers section of this policy is no longer in force, only the section on secondments applies. For policy on transfers, please see the [UKRI Recruitment Policy](#).



**UK Research
and Innovation**

Transfers and Secondments Policy

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Policy Statement

UKRI is committed to supporting opportunities for secondments and recognises the facility for employees to transfer within UKRI. This Policy sets out the arrangements that apply to secondments and transfers.

This policy for transfers and secondments is agreed with the Trade Union Side and complies with legislation.

This policy applies to all employees of UKRI. This includes those employed on temporary or fixed term contracts but excludes Visiting Workers, students or those workers provided by a third party agency.

The UK Shared Business Services (UK SBS) provides HR services across UKRI, excluding Innovate UK. However, some employees are deployed at establishments/facilities/ships that do not access services from UK SBS. In these cases reference to UK SBS or System (Employee Self Service) will not apply and employees should refer to HR for assistance.

References

[Ways of Working Policy](#)

Version Number	Status	Revision Date	Summary of Changes
V2.0		1 June 2014	Clarification provided at para 3.5 confirming 'Research Council' promotion procedures
V3.0		1 December 2014	Additional text at para 1.1 on where to find TUPE information
V3.0		1 December 2014	New website name and address added at para 1.3
V3.0		1 December 2014	Additional text at para 2.1 on where to find Pension information
V3.0		1 December 2014	Details regarding pay at para 2.6 amended to become more generic
V3.0		1 December 2014	Additional text at para 2.7 on where to find Relocation information
V3.0		1 December 2014	Additional text at para 3.1 confirming that Employees should seek approval prior to applying for a secondment
V3.0		18 December 2019	Transfers greyed out of policy as this is now covered in the UKRI Recruitment Policy.
V4.0	Complete	January 2020	Rebranded as UKRI

Transfers and Secondments

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or individuals have any doubt as to whether the Transfers and Secondments Policy should apply, advice should be sought from HR.

1. Principles

- 1.1 In this policy a Transfer is an arrangement whereby a UKRI employee permanently moves to another part of UKRI but maintains continuity of service in relation to certain terms and conditions of employment. (This policy is not, however, intended to apply to TUPE transfers). For more information on the TUPE process employees should contact HR.
- 1.2 A Secondment is an arrangement whereby an employee works with another organisation for a specified temporary period, but continues to be employed by UKRI. For other arrangements see the Career Break & Sabbaticals policy.
- 1.3 In addition to the provisions in this policy for transfer to another part of UKRI, employees can currently participate in a Civil Service scheme, which provides for employees in Non-Departmental Public Bodies (NDPBs) to apply against Civil Service inter-departmental trawls and, if selected on merit, to transfer into the Civil Service. Under these arrangements UKRI employees may access the Civil Service Jobs website to apply for interdepartmental trawls advertised there, provided they were recruited to UKRI through fair and open competition. The website is www.gov.uk/government/organisations/civil-service/about/recruitment

2. Transfers

- 2.1 Terms
 - 2.1.1 Recognising that some terms and conditions do currently vary within UKRI, the receiving part of UKRI will, to the greatest extent possible, recognise the individual's previous service in their current part of UKRI for all relevant employment terms, e.g. annual leave or redundancy compensation. If permitted by pension scheme rules, individuals will be allowed to keep their existing pension arrangements. Pension information is available from Knowledgebase or by contacting the Pension provider.
 - 2.1.2 The offer of a post in the new part of UKRI will also make it clear that in accepting the post, the individual is confirming their wish to resign from their current part of UKRI employment. The normal contractual notice period for resignation will apply but the expectation is that line managers and HR will work together to ensure that these moves are managed in as timely, flexible and mutually beneficial manner as possible.
 - 2.1.3 Where employees move within UKRI on a level transfer or on promotion and have already completed probation with their existing part of UKRI, they will not need to serve a period of probation.



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2.1.4 It is expected that the receiving part of UKRI will honour any ongoing training/further education concessions, provided that they are relevant/beneficial to the transferee's new role.

2.1.5 Where UKRI has declared pre-redundancy measures, it will facilitate transfers of employees to other parts of UKRI to avoid redundancy.

2.2 Procedures

2.2.1 When moving within UKRI on level transfer terms, individuals should move at least on their existing pay rate. For employees transferring on promotion, the normal promotion rules of the receiving part of UKRI will apply.,

2.2.2 Where the transfer involves a change of site, payment of relocation expenses is a matter for the receiving part of UKRI. Please refer to the UKRI Working Location Policy or contact HR.

2.2.3 Transferring employees will normally be expected to use (or have been paid for) accrued but untaken annual leave and to clear any flexitime balances. Transfer of security passes, parking permits and leisure passes should also be just a "paper" exercise in order to make the move as seamless as possible, but some conditions will only apply where parts of UKRI are co-located e.g. on the Swindon campus.

2.2.4 Any special facilities provided to the individual on a health and safety basis e.g. special support chair, specialist keyboard etc, will transfer with them to the new part of UKRI, where practicable. This will be agreed beforehand/at point of transfer for clarity.

3. Secondments

3.1 Terms

- 3.1.1 UKRI will be as open and flexible as possible in identifying and arranging suitable agreed secondment opportunities for employees. Employees should consult with their Line Manager, and seek the required approval prior to applying for a secondment opportunity. An employee may be seconded to any type of organisation by mutual agreement, provided UKRI believes this to be in its own and the individual's overall interest and the secondment is compatible with current business needs. Benefits might include for example, a training/development opportunity or redeployment to avoid redundancy. Such arrangements may be initiated by management, another organisation or the employee concerned. The administrative arrangements, and conditions, for any given secondment will be determined according to individual circumstances and should be in place before the secondment commences.
- 3.1.2 When deciding on the release date, UKRI's own business needs will be the major consideration, including how the released position would be covered. However, the needs of the receiving organisation and the wishes of the employee will be taken into account as far as possible.
- 3.1.3 Secondments are normally for a period not exceeding 3 years in the first instance, but may be extended up to 5 years for a particular secondment (though there is no limit on the number of separate secondments during an employee's career). Employees on secondment will remain eligible:
- 3.1.3.1 For consideration of general and performance related pay awards (notional in the case of those not remaining on UKRI's payroll)
 - 3.1.3.2 For consideration for promotion (where appropriate)
 - 3.1.3.3 To apply for advertised posts throughout UKRI.
- 3.1.4 Pension and salary arrangements will vary according to the type of secondment in order to provide maximum flexibility and meet a variety of situations. For other secondments, the arrangements to be adopted in any particular case will depend on the circumstances and negotiations will need to take place between UKRI, the seconded employee and the receiving organisation.
- 3.1.5 An employee on secondment remains in UKRI employment and will retain continuity of employment. Before agreeing to the secondment, it is therefore important that the employee's line management consider what role the employee might fill on their return to UKRI. A plan for the individual's re-entry to UKRI should normally be agreed before the secondment begins, with their line management taking the lead in this. UKRI does not guarantee to provide a post at the location where the employee was previously serving (see the Working Location Policy). UKRI does, however, commit to take the employee back into normal employment in the band/grade previously held (unless they have been substantively promoted to a higher band/grade through the UKRI promotion procedures).

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3.2 Procedures

- 3.2.1 UKRI HR will contact HR in the receiving organisation to agree the terms of the secondment. Such terms will include:
 - 3.2.1.1 Pension and salary arrangements
 - 3.2.1.2 The duration of the secondment (and any subsequent extensions)
 - 3.2.1.3 The methods of performance review and notification of reports.
- 3.2.2 UKRI will also ensure that regular contact is maintained with the secondee:
 - 3.2.2.1 To inform them of any significant developments which may affect them
 - 3.2.2.2 To notify them of any suitable opportunities
 - 3.2.2.3 To monitor the continued benefits of the secondment (to all parties)
 - 3.2.2.4 To ensure that the return process is carefully managed.
- 3.2.3 A tripartite agreement will be drawn up for each secondment, setting out its main terms including pay, pension, leave, hours of work, expenses, sickness absence, performance review etc. The agreement will also set out responsibilities and procedures for dealing with any employment issues that may arise (e.g. a redundancy situation in UKRI).
- 3.2.4 Payment of expenses and allowances in connection with a secondment should be agreed between UKRI and the receiving organisation.

4. Policy Review

- 4.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.