

**Policy Name:** Protocol for Change of Contract Status from Secondment  
 to Permanent Appointment

<b>Policy Title:</b>	Protocol for Change of Contract Status from Secondment to Permanent Appointment
<b>Description:</b>	Protocol document to set out the steps to be taken, where a person currently seconded to MIE, seeks to change the status of their seconded employment contract to a permanent contract.
<b>Author (Position):</b>	Human Resources Manager
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<b>Approved By:</b>	MIE Governing Body
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## **Protocol for Change of Contract Status from Secondment to Permanent Appointment**

### **1. Context**

As part of its policy of attracting the best talent to its staff, following an open [recruitment](#) process, where the normal recruitment procedures and criteria have been applied, and the candidate recommended by the interview panel has been approved for appointment by the Governing Body<sup>1</sup>, Marino Institute of Education (MIE) may opt, from time to time, to offer an employment contract on a seconded basis to a successful candidate who requests such an arrangement.

### **2. Purpose**

The purpose of this protocol is to set out the steps to be taken, where a person currently seconded to MIE, seeks to change the status of their seconded employment contract to a permanent contract.

### **3. Benefits**

This protocol clarifies the process of transfer to permanency for secondees and allows MIE to attract candidates who might otherwise not consider applying for a role.

### **4. Principles**

- 4.1. A contract for secondment to MIE may only be issued if there is agreement between MIE as host organisation, the seconded person, and their employer. Each contract for secondment will normally be of no longer than one year's duration.
- 4.2. Normally a person cannot be seconded to MIE for a period longer than five years.
- 4.3. In circumstances where a secondment arrangement is set to end, the secondee may;
  - i. Return to the employer from whom they were seconded.
  - ii. Request a change in their employment status with MIE to that of permanent contract.

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<sup>1</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

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## 5. Definitions

- 5.1. Secondment is the assignment of a staff member from one organisation (usually a school) to MIE for a temporary period.
- 5.2. Seconded Contract: The contract that sets out the terms and conditions under which the secondee is assigned to MIE.
- 5.3. Secondee: The person who holds a seconded contract of employment with MIE.
- 5.4. Contract of Indefinite duration (CID): A Permanent Contract of Employment.

## 6. Policy

- 6.1. Secondees seeking to transfer to a CID with MIE should put their request in writing to their Head of Department, with a copy to the Human Resources (HR) Manager, typically not later than January 31<sup>st</sup> of the current academic year, for commencement in the following academic year.
- 6.2. HR will acknowledge receipt of the request, meet with the Head of Department and the secondee to clarify any issues they may have. Subject to agreement, HR will then forward the request to the President of MIE for inclusion of that request as an agenda item for noting at the next Governing Body<sup>2</sup> meeting.
- 6.3. The request for transfer to a CID will be noted by the Governing Body<sup>2</sup> at their meeting, and subject to any clarifications members may have, will be confirmed by the Governing Body<sup>2</sup> at that meeting.
- 6.4. Confirmation by the Governing Body<sup>2</sup> will be communicated to the secondee by HR in writing not later than 10 working days following confirmation.
- 6.5. A CID will be drawn up by HR, agreed and signed off by the parties.
- 6.6. The Secondee will issue a letter of resignation to their former employer in time to meet any notice obligations they may have to them, and to their agreed starting date at MIE.

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<sup>2</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

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## **7. Responsibility**

The responsibility for maintenance of this protocol rests with HR.

## **8. Related Documents**

- 8.1. [Recruitment Policy](#)
- 8.2. Contract of Employment
- 8.3. [Code of Governance](#)
- 8.4. [Matters Reserved for the Governing Body of MIE](#)