

Secondment & Fixed Term Policy – Guidance for completion of Template Letters, plus Checklists

The HR department have drafted a suite of template letters and checklists that you can access and use to support you when managing an employee on a Secondment or Fixed term contract

General Guidance

When using the template letters you will need to ensure;

1. You click on the letter reference number (*Letter no. and Link*) below of the template you wish to use to open the template.
2. **You immediately save the letter to your G/drive or personal drive**
3. Details in **bold** and *italics* or within a [] – you need to insert some specific details e.g. **[Date]** would mean that you need to insert the relevant date.
4. Anything that is **highlighted** means that you need to either chose one sentence/paragraph or another and then delete the **highlighted** text e.g. **(*Delete as appropriate)** means you need to decide which of the following sentences or paragraphs is the relevant one to use, the sections to consider will be pre-fixed with a '*'. Once you have chosen the relevant paragraphs delete other paragraphs that aren't relevant and ensure you take off the highlight colour from any words/sentences highlighted, to do this select the word or section highlighted then click on the icon: 
5. You put your employee's full name (Forename and Surname) in the address details.
6. Once you have added in the relevant details and removed any sentences/paragraphs as appropriate, you should ensure that all the text is changed to normal text so take off any '**Bold**' or '*Italics*' e.g. any dates you have inserted should be made normal text so rather than '**10 September 2013**' you should make it '10 September 2013'.
7. You use either letter headed paper or you insert the letter head details in the template letter when printing.
8. When organising dates and times for meetings you should discuss and agree these with your employee prior to confirming in writing. This will ensure that you are both free to attend on the date agreed.

[Which letter/checklist should I use for which meeting?](#)

Each document is numbered and a description provided to make it easier for you to identify the correct document to use. You **must** ensure you use the **correct letter/checklist** therefore if you are unsure of which one to use please refer to the details below;

<u>Letter /Checklist no. and link</u>	<u>Letter/Checklist Name</u>	<u>When to use the letter/checklist</u>
SFT1	Pre-Secondment CHECKLIST	Once the secondment has been agreed or offered through the recruitment process, if you are the seconding manager, you need to use this to support a meeting between you, the secondee and the host manager.
SFT2	Secondment - CONFIRMATION	You should use this to confirm the outcome from the above meeting and checklist. This is important as this will be the only record the employee will have of their secondment.
SFT3	End of secondment – CHECKLIST	As the seconding manager, if you are extending the secondment, you will only need to confirm this using the template below. If the secondment is to end, you will need to use this checklist to support a meeting with the secondee.
SFT4	Secondment extension or end - CONFIRMATION	Use this where an extension has been agreed or to confirm the end of secondment.
SFT5	Fixed term review - INVITE	You will need to review the fixed term contract and decide whether the fixed term should be extended or terminated. Use this to formally invite the employee to the review meeting.
SFT6	Review of Fixed term - CHECKLIST	At the end of a fixed term contract period, you will need to use this checklist to help you through the review meeting, for you to decide whether an extension or dismissal is appropriate
SFT7	Fixed term extension OR dismissal - OUTCOME	You should use this to confirm the outcome of the review meeting
	Seconding out- to an external organisation	Should this occur, templates are available, however, you should contact HR Direct for further guidance.
	Seconding in – from an external organisation	As above