

## External Secondments: Frequently Asked Questions

For the purposes of the Secondment Agreement and the FAQs, Queen's is known as the "Employer" and the Secondment Employer as the "Company"

### **Do the normal terms and conditions of employment apply?**

Yes, whilst on secondment, a secondee maintains the same terms and conditions, relating to their Employer (Queen's), unless specifically changed by the Secondment Agreement.

### **What are the pay arrangements?**

The Employer will continue to pay the employee's salary during the secondment period, including any increments or pay awards that become payable during the secondment period. Any additional payments due as a result of the secondment will also be paid by the Employer in line with the terms of the Secondment Agreement. The Employer invoices the Company at time periods agreed and noted in the secondment agreement.

### **Do pension contributions continue?**

Existing pension arrangements remain, with pension deductions continuing as normal from the secondee's salary. Any queries regarding pensions should be directed to the Pensions Helpdesk, [pensionshelpdesk@qub.ac.uk](mailto:pensionshelpdesk@qub.ac.uk).

### **Does the staff member keep their Queen's annual leave entitlement?**

Yes, the secondee is entitled to the same annual leave entitlement whilst on secondment. Any leave requested will be approved and recorded by the Company and forwarded to the Employer who will record the leave in the normal way.

### **Who does the staff member (secondee) report to?**

Whilst on secondment, day to day line management will be carried out by the Company. In addition, the secondee should also agree "keeping in touch" arrangements with their Employer line manager.

### **How are absences recorded?**

Absences should be recorded by the Company and forwarded to their Employer line manager who will record the absence in the normal way.

All relevant policies and procedures of the Employer (e.g. grievance and disciplinary procedures) continue to apply to the secondee and the Employer and the Company will agree the approach and procedure in such cases (as advised in the Secondment Agreement).