

Employee Exchange Program Procedure



1 Purpose

To enhance an Employee's career and professional development in relation to innovative ideas and methods of their particular discipline through an exchange program with an outside organisation.

2 Scope

This Procedure is applicable to all continuing and fixed-term Employees appointed for more than 12 months.

3 Procedure Overview

This Procedure outlines the schemes which provide for exchange between the University's Employees and Employees of other appropriate organisations.

4 Procedures

4.1 Eligibility

An exchange will normally be approved only if the exchangees have similar areas of expertise/experience or other arrangements are possible to cover the position's workload.

Initial arrangements for exchange will normally be undertaken by the University Employee interested in an exchange, in consultation with the Delegate.

4.2 Location

An exchange may be arranged within Australia or overseas.

4.3 Duration

The period of absence from the University on exchange will be subject to negotiation.

4.4 Leave entitlements

Leave entitlements remain unchanged.

4.5 Accommodation and travel

Accommodation and travel arrangements, including visas, are the private responsibility of exchangees. Refer to 4.6 for financial assistance details.

4.6 Salary and financial assistance

While an Employee is on exchange the University will be responsible for the Employee's salary but not for the salary or associated costs of the Employee coming to the University on exchange.

The University may consider requests for financial assistance as prescribed for the Program for Excellence in Research and Teaching or Professional Development Leave (PDL) for living and travel allowances. An Employee in receipt of a grant shall be required to conform to the conditions applicable to the grant as prescribed under the Program for Excellence in Research and Teaching or PDL.

4.7 How to apply

All applications for exchange must be forwarded to the Category 2 Delegate via the Category 4 Delegate or above and include the following details:

- proposed arrangements in detail
- basic Information concerning the exchangee: name, qualifications, position in other organisation, areas of expertise
- how the Employee's workload will be handled during the exchange
- complete details of all financial arrangements and work responsibilities for both exchangees
- benefits expected to accrue to the exchangees and the University from the exchange.

The Category 4 Delegate or above will discuss the application with the Employee and indicate the recommendation that will be made to the Category 2 Delegate.

The Employee will be responsible for arranging any visas or work permits through the appropriate agency.

The People Portfolio will register the application, and forward the application to the Category 2 Delegate.

4.8 Approvals

The Category 2 Delegate's Decision will be conveyed to the Chief People Officer who will advise the applicant of the Decision via the Category 4 Delegate or above.

An exchange will normally be approved only if the exchangees have similar areas of expertise/experience or other arrangements are possible to cover the position's workload.

Formal offers of exchange will be made by the Chief People Officer.

5 Delegated Responsibilities

Approver	Level of Delegation
Category 2 Delegate or above	Approval of exchange
Category 4 Delegate or above	Recommendation of exchange

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Performance, Development and Recognition Policy
Subordinate Schedules	
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022

Relevant Legislation	
Related Policies	
Related Procedures	Academic Development and Outside Studies Program Procedure
Related forms, publications and websites	People Portfolio Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Decision</p> <p>A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Information</p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p>

	Definitions that relate to this procedure only
Keywords	Exchange, work in another organisation
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