

What is a Secondment?

A secondment is a temporary transfer from an employee's permanent position to another role for a limited amount of time. Secondments are encouraged at Western as they allow employees to learn new skills, increase exposure to different workplace situations, gain new perspectives and make new connections.

UWOSA Secondments

Refer to [Article 55 – Secondments](#) in the UWOSA Collective Agreement for information regarding Secondments for UWOSA employees.

Eligibility/Application Requirements

- **Continuing or Sessional employee who has been in their role for at least 12 months**
- **Employee must seek approval prior to the interview** from their immediate supervisor or Dean/Budget Unit Head to be released from the home department for the duration of the Secondment opportunity.

Important Notes:

- Secondments are not permitted to continue past 24 months
- Employee is entitled to return to their position at the end of the Secondment, unless the position no longer exists, in which case, they may exercise their rights under Articles 13 to 16, where applicable.

UWOSA Secondments within the Bargaining Unit (Article 55.02)

- Employee will continue to accrue Service, Seniority and Vacation at their normal rate
- Employee is eligible for any applicable negotiated salary increase if the Secondment was lateral
- On their date of return to their original position, any applicable negotiated salary increase will be applied

UWOSA Secondments Outside of the Bargaining Unit (Article 55.03)

- Employee will continue to accrue Service
 - Benefit coverage will be adjusted in accordance with the Secondment position
 - All rights in the Collective Agreement are suspended until they return to the bargaining unit
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PMA Temporary Placements

Temporary Placements are greater than 4 months and normally do not exceed 24 months in duration.

Refer to [Policy & Procedure 6.3 – Career Opportunities](#) in the Manual of Administrative Policies and Procedures for information regarding Temporary Placements for PMA Eligible Staff.

Application Requirements

- **PMA Eligible Staff should seek approval prior to the interview** from their supervisor and/or Dean/Budget Unit Head to be temporarily released from their current position.

Important Notes:

- PMA Eligible Staff will return to their previous position at the end of the Temporary Placement if it still exists. If no comparable position exists, they will be treated in accordance with [Policy 6.15](#).
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