

APPENDIX A

LEICESTERSHIRE COUNTY COUNCIL

SECONDMENT/TRANSFER GUIDELINES

EMPLOYEE CHECKLIST

This checklist has been prepared to ensure that you have sufficient information when confronted with a secondment/transfer situation and that you are made aware of the impact any secondment/transfer will have on your contract of employment.

Please note that the undermentioned list is not exhaustive

No.	SUBJECT/ITEM	DISCUSSED WITH DATE	APPLICABLE	
			YES	NO
1.	Consultation:			
	With You (has this happened)?			
	With Your Trade Union?			
2.	Selection:			
	Is there a selection criteria?			
	Was there consultation on this?			
3.	Conditions of Service:			
	Is it Permanent or Temporary?			
	Does TUPE apply?			
	What is the duration?			
	Where will I be based?			
	Will my salary be affected?			
	Will my Pension be affected?			
	What about mileage/lease car?			
	Will my Annual Leave change?			
	Who will be my Line Manager?			
	Who will be responsible for Grievance and Discipline/ Harassment and/or Bullying?			
	Are there local Workplace Rules?			
	What are the hours of working?			

4.	Contract of Employment:			
	Have I received a letter confirming the new arrangements?			
5.	Health and Safety:			
	Has a Risk Assessment been carried out?			
6.	Training:			
	Will I require any Training?			
	Who will provide this?			
	Should this be before I commence or not?			
7.	Monitoring:			
	Will regular monitoring/Appraisal meetings take place?			
	How often?			
	Who with?			
8.	Exit Arrangements:			
	Will my post be here when I return?			
	What if I wish to return to my job early?			
	What if my job changes during my secondment/transfer?			
9.	Return to Former Job:			
	How will my return be managed?			
	What notice will I be given?			

Should you have any queries or concerns as to the process or the procedure followed please contact
 Resources Group. within your departments Human