

EMPLOYMENT POLICY

Internal Transfers and Secondments

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1. Scope & Purpose

- 1.1. The purpose of this policy is:
 - to ensure that internal transfer requests are dealt with in a fair, equitable and transparent manner so that Lothian has the right people in the right place at the right time to meet organisational business needs;
 - to outline the procedure to follow when an employee wishes to transfer to another location within Lothian;
 - to inform line managers of the procedure to follow if they transfer or temporarily second an employee into another role within Lothian.
- 1.2. This policy applies to all employees.
- 1.3. If an employee wishes to resign or retire, the Leavers Policy, which is available on My Lothian, should be followed.

2. Definitions

- 2.1. An **internal transfer** occurs when an employee continues in their current position but transfers to another location within the business. An internal transfer may also occur when an employee is offered a new role following an internal application process and consequently transfers into a different position.
- 2.2. An **internal secondment** occurs when an employee temporarily transfers from their substantive post to another, either in the same or another department and where it is expected the employee will return to their substantive post at the end of the secondment. Some contractual terms may vary during the period of the secondment i.e., salary, hours etc.

3. Key Principles – Internal Transfers

- 3.1. An employee should complete an internal transfer form to request a transfer to the same role but in another business location / depot. (Appendix 1)
- 3.2. All internal transfer forms submitted must be discussed and approved by the appropriate line managers prior to the transfer taking place. If an internal transfer request is submitted during

a live external advertising process, the hiring manager may consider the internal candidates alongside any external candidates as part of the selection process.

- 3.3. Colleagues must inform their line manager if they have applied for a role in another department and the Recruitment team will also inform the relevant manager on receipt of an application from an internal candidate.
- 3.4. Applications for an internal transfer will be granted on the condition that the employee meets the **eligibility criteria** outlined below, and that the transfer does not adversely impact on operational capability.
- 3.5. Employees who request a transfer must meet the following eligibility criteria to be considered for an internal transfer:
 - Employees must have successfully completed their probationary period and have a minimum of 12 months' continuous service with the company. In exceptional circumstances, where employees with less than 12 months' service apply for apprenticeship opportunities for development purposes, their applications may be considered.
 - Employees must have no live disciplinary or performance management /absence warnings. Employee files will be checked to confirm eligibility.
 - Employees' previous 12-month attendance, complaint and accident records will be passed to the appropriate line managers for review.
 - The exception to the above is in the event that the internal transfer is at the request of the employer, when the eligibility criteria may be waived in order to fulfil the operational needs of the business.
- 3.6. In the event that the internal transfer is critical to the needs of the organisation, the appropriate line managers may approve the transfer and agree a transfer date prior to a replacement being found.
- 3.7. When a PCV Driver's internal transfer request is being considered, the line manager may request a driving standards assessment in which a pass must be achieved before the transfer is approved.
- 3.8. Transfers from East Coast Buses, Lothian Country and Edinburgh Bus Tours into Lothian City will be allocated a rota place on the basis of depot seniority, i.e., all transfers will begin on the

Single Deck rota. Employees will be issued with a new payroll number, but will retain their continuous service. Inter-company transfers may impact different terms and conditions e.g. pensions or average holiday pay calculations; it is the employee's responsibility to discuss this with the payroll team, should they have any queries.

- 3.9. When an employee transfers to another location, arrangements will be made to help them settle in. For PCV Drivers, a copy of the letter contained at Appendix 1a should be provided.

4. Key Principles – Internal Secondments

- 4.1. Secondments must be mutually agreed with the employee and the relevant line manager(s). A secondment will normally occur where there is a vacancy and the post has been advertised either on a temporary or permanent basis, however this may be waived in order to fulfil the operational needs of the business, subject to approval of the appropriate Director.
- 4.2. The eligibility criteria set out in clause 3.5 will be considered in respect of secondments; However, these may be waived to fulfil operational needs of the business, on a case-by-case basis.
- 4.3. Any employee on secondment must be kept informed of any significant changes to their substantive department or role by their line manager.
- 4.4. The secondee's substantive post shall be kept open. If it is not possible to do so they must be made aware that while alternative employment of an equivalent grade, type and status will be sought at the end of the secondment, it cannot be guaranteed that a vacant post will be available.
- 4.5. If an extension to the secondment is agreed, the issue of the secondee's substantive post being kept open for their return should be an integral part of the decision to extend. If it is not possible to keep the post open beyond the duration of the current secondment the secondee should be given the opportunity to return to their substantive post at that time.
- 4.6. During the period of the secondment, matters relating to the secondee's performance or attendance should be dealt with by the line manager they report to while on secondment.
- 4.7. In the event of organisational change affecting a department's structure during the period of secondment, the secondee must be kept informed of changes by their line manager, be considered equally and afforded the same rights and opportunities as their colleagues.

- 4.8. Contractual terms and conditions of the seconded role shall apply for the duration of the secondment.
- 4.9. Secondees must receive one month's notice in writing confirming the end of their secondment or an extension to their secondment.
- 4.10. Written records of interviews for internal secondments must be sent to the Recruitment team and they will be held for up to 6 months.
- 4.11. If the secondment vacancy was advertised within the last 6 months, an offer may be made to candidates previously interviewed in the last 6 months rather than re-advertising the secondment. Candidate information will be stored with the Recruitment team.

5. Redeployment Procedure

- 5.1. In circumstances where an employee is unable to fulfil their contractual obligations due to ill health capability, the line manager will seek suitable redeployment opportunities following the company's Redeployment Procedure.
- 5.2. If any suitable redeployment opportunities are identified, the employee may either be seconded to the new role for a temporary period or may be permanently transferred to the new role.

6. Linked Policies

Recruitment & Selection

Redeployment Procedure

7. Version Control

| Version No. | Date of Change | Change made by: | Key Amendments |
|-------------|----------------|-----------------|----------------|
| 1.0 | 30.03.2021 | F Macdonald | |
| 2.0 | 01.09.2021 | F Macdonald | |

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|------|--------------------------|-----|-------------------------|---|
| 3.0 | 21.12.2021 26.01.2022 | and | P Butler | Minor updates to 3.1 and 4.1. Removal of Engineering in 1.2 |
| 4.0 | 09.03.2022 | | P Butler | Update to 3.4 |
| 4.1 | 30.03.2022 | | H Devereux | Update to 1.3 |
| 5.0 | 19.08.2022 | | T Bork | Paragraph 3.9 added |
| 6.0 | 05.12.2023 | | L Fleming & S O'Donnell | Update to 3.4 * 3.8. Added clause 4.7, 4.8, 4.9 & 4.10 |
| 7.0 | 20.02.2024 | | P Butler | Minor amendment to definition of an Internal Transfer |
| 8.0 | 04.09.2024 | | D Calciu | Updates to 3.2 and 3.5 Added clause 5 |
| 9.0 | 01.11.2024 | | D Calciu | Update to 3.9. |
| 10.0 | 11.06.2025 | | D Calciu | Update to 2.1, 3.2, 3.5, 3.9, Added clause 4.2 and 4.11 |

This policy does not form part of employees' terms and conditions of employment and may be varied from time to time in accordance with business and legislative requirements.