

INTERNATIONAL STAFF EXCHANGES

Section	Human Resources		
Approval Date	24.11.08	Approved by	Directorate
Next Review	As required	Responsibility	Chief Executive
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

To provide staff members with the opportunity for professional development and renewal.

To further develop international and intercultural dimensions into the teaching, research and service functions at Nelson Marlborough Institute of Technology (NMIT).

To provide mutual benefits to both the staff member and NMIT

SCOPE

This procedure is open to all NMIT academic and allied staff.

Opportunities leading to staff exchanges may initially arise from contacts made at both staff and management level either on an individual basis or as a result of institution to institution initiatives.

Following initial contact staff exchanges need to be developed through an institution to institution arrangement.

RESPONSIBILITY

Staff wishing to arrange an exchange are free to explore opportunities with potential exchangees. However at an early stage, confirmation must be sought from the immediate manager and Directorate member that an exchange will not pose insurmountable problems to the delivery of quality teaching or administrative services.

This will require exchange partners to exchange job descriptions for their respective positions and to arrange for testimonials/references to be exchanged between the appropriate managers/CEs. The CE should be advised at an early stage so that contact can be made with the CE of the other institution involved to facilitate the exchange.

International staff exchanges require CE approval.

PROCEDURE

Priority for leave approval will be granted to longer serving staff members with five or more years of service. However staff members with shorter service will be considered.

THE EXCHANGE

Staff members considering exchange should notify interest at least nine months in advance of the proposed exchange and give at least three months notice of definitely taking leave under an exchange arrangement.

WORKING CONDITIONS

Each exchange partner will be expected to undertake similar duties of the position which they enter including hours of work, leave provisions and sick leave as set out in the appropriate employment contract so that the institution does not suffer any loss of service as a result of the exchange arrangement. However each institution may exercise discretion about adjusting workload to recognise the induction needs involved. The staff member may also negotiate the use of any accrued annual leave outside the agreed period of exchange employment for vacation purposes.

LENGTH OF EXCHANGES

Exchanges may be of a minimum of three months to a maximum of one year.

SALARY AND BENEFITS

Each exchange partner will remain on the payroll of their own institution and liable for tax as appropriate. Exchanges are advised to very closely examine the tax conditions which pertain to their country of origin, and the host country. The exchange institutions bear no liability in relation to personal income and tax provisions. It is expected that individuals will make the appropriate insurance arrangements to cover accidents, cancellations, theft etc. The institute takes no responsibility for personal insurances of any kind.

ACCOMMODATION AND RELATED ARRANGEMENTS

Exchange partners will normally exchange homes and vehicles and will be responsible for operating expenses and rates pertaining to the accommodation they occupy. These arrangements, including insurance requirements, should be resolved between the exchange partners.

ASSISTANCE

Some assistance will be made available for travel costs from central funds upon application to the CE, and based on a single fare to the point of destination.

CONTRACTUAL OBLIGATIONS

A customised contract containing conditions of the exchange will be drawn up to take account of the individual circumstances of each exchange.