

Controlled Document – Refer to NMIT website or intranet for latest version

INTERNATIONAL EXCHANGES FOR EMPLOYEES

Section	People and Organisation Development		
Approval Date	24.11.2008	Approved by	Executive Team
Next Review	28.07.2023	Responsibility	Chief Executive
Last Reviewed	28.07.2020	Key Evaluation Question	6

PURPOSE

To provide employees at Nelson Marlborough Institute of Technology (NMIT) with the opportunity for professional development and renewal.

To further develop international and intercultural dimensions within the teaching, research and service functions at NMIT.

To provide mutual benefits to both the employee and NMIT.

SCOPE

This policy covers all NMIT academic and business support employees.

Opportunities leading to international Employee exchanges may initially arise from contacts made at both employee and management level either on an individual basis or as a result of Institute-to-Institute initiatives.

Following initial contact, international employee exchanges need to be developed through an Institute to Institute arrangement.

RESPONSIBILITY

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

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/Chief Executives. The Chief Executive should be advised at an early stage so that contact can be made with the Chief Executive of the other Institute involved to facilitate the exchange.

International employee exchanges require Chief Executive approval.

PROCEDURE

Priority for leave approval will be granted to longer serving employees with five or more years of service at NMIT. However, employees with shorter service will be considered on a case-by-case basis.

THE EXCHANGE

Employees 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 to the position that they enter so that the Institute does not suffer any loss of service as a result of the exchange arrangement. This includes hours of work, leave provisions and sick leave as set out in the appropriate employment agreement. NMIT may exercise discretion about adjusting workload to recognise the unique induction needs involved. The employee may also negotiate the use of any accrued annual leave outside the agreed period of exchange employment for holiday 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 Institute and will be liable for tax as appropriate. Exchangees are advised to very closely examine the tax conditions that 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 prior to the exchange. The Institute takes no responsibility for accommodation and related arrangements of any kind.

TRAVEL ASSISTANCE

Some assistance may be made available for travel costs from central funds upon application to the Chief Executive 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.