

SECONDMENTS AND EXCHANGES

Background

The Division believes that secondments and exchanges can be a positive professional growth opportunity for teachers.

Procedures

1. Requests for a secondment or exchange shall be made in writing to the Superintendent or designate. Requests need to be in by March for exchanges or secondments taking place in September of that year. Exchanges starting at other times of the year require as much notice as possible to be given before the exchange or secondment is to occur.
2. Decisions regarding the secondment or exchange shall be made by the Superintendent or designate in consultation with the employee's Principal or Supervisor.
3. The secondment or exchange agreement and the conditions under which it will be administered shall be in writing and signed by all parties.
4. Employee remuneration shall be based on the grid placement for the term of the secondment or exchange.
5. The employee on secondment or exchange shall ensure that the reputation, positive public relations and standard of excellence of the Division are maintained.
6. Secondments shall be from the Division and not from a position.
7. An administrator will be considered for, but not guaranteed an administrative position if the administrator returns to work prior to the end of the exchange or secondment.
8. A secondment or exchange will not normally be granted for more than one year and will not normally be granted more than once during any five year period.
9. Neither a secondment nor an exchange may be taken within the same five year cycle as a long-term Leave of Absence is taken.
10. Any employee on a secondment or exchange must turn in keys and/or fobs on or before the last day prior to the secondment or exchange. Fobs are to be de-activated by the Principal/Supervisor by contacting the Facilities department.
11. Access to Division email accounts and Division-owned equipment (cellphones, computers, other devices) for employees on a Leave of Absence must be managed in compliance with Administrative Procedure 139 *Technology - Network Account Maintenance*.

Reference: Section 53 Education Act
ATA Collective Agreement

Related APs: Technology - Network Account Maintenance (139)

Amended: December 2021