

Administrative Procedure 409

LEAVES OF ABSENCE - SECONDMENTS

Background

Secondment agreements may be entered into by the Division if they benefit the individuals seconded, the organization requesting the secondments, and the Division.

Definition

A secondment is the transfer of a Division employee from the Division to another group, organization or institution for a specific period of time.

Procedures

1. All requests must be submitted, in writing, to the Superintendent, Human Resource Services.
 - 1.1 All secondments shall be for a fixed period of time and in accordance with terms as specified in a contract of agreement.
 - 1.2 Secondments shall be considered on the demonstrated need of the organization and in keeping with the staffing needs of the Division.
 - 1.3 The Chief Superintendent shall be consulted on all secondments.
2. The purpose of a secondment may be to lend an organization the expertise possessed by an individual employee and/or provide the secondee with a different type of experience that will benefit him/her and in return benefit the Division.
3. During the period of secondment, the individual continues to be on the staff of the Division and is paid by the Division. The seconding institution reimburses the Division for the monies paid out by the Division for the salary and benefits of the individual on secondment.
4. While on secondment, the secondee must enter any absences into Absence Management.
5. The secondee returns to the Division at the end of the period of secondment with all rights and privileges which he/she had prior to the secondment. Experience increments are earned while on secondment.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225
Employment Standards Code
Labour Relations Code
Collective Agreements