

SECONDMENTS

Background

There is potential for reciprocal benefits of a secondment process for teachers. The purpose of a secondment is to lend an organization the expertise possessed by a teacher, or to provide the teacher with an opportunity to gain experience in an area that will benefit the teacher and the Division.

Procedures

1. During the period of secondment, the teacher continues to be an employee of the Division and the Division continues to pay the teacher's salary in the amount payable to the teacher by the Division.
 - 1.1 The seconding organization shall reimburse the Division in the amount equal to the cost of salary and benefits paid by the Division with respect to that teacher.
 - 1.2 Periods of secondment will be recognized for the purpose of salary increments.
2. The Director may approve the secondment of a teacher for a period of not more than one (1) year at a time.
3. On expiration of the secondment period, the Division will provide the teacher with an assignment in the Division.
4. In considering an application for secondment, the needs of the Division, the nature of the proposed seconding organization and the demonstrated need of the proposed seconding institution shall be considered.
5. The commencement of the period of secondment shall occur at the beginning of a school year or at natural breaks in the school year as the Director determines advisable.
6. A teacher who wishes to apply for a secondment to another institution shall apply in writing to the Director at least one hundred and twenty days (120) days prior to the date of the commencement of the proposed secondment.
7. All secondments shall be for a specified period of time and the teacher and the Division shall enter into a written agreement setting out the details of the secondment.