



Approved: June 14, 2001  
Amended: May 10, 2011  
Amended: May 24, 2016

## **404.5 Secondments and Exchanges**

### **Policy**

The Board authorizes the Superintendent or designate to approve the release, for a specific period of time, of employees who are engaging in a secondment or exchange.

### **Regulations**

1. Requests for a secondment or exchange shall be made in writing to the Superintendent or designate.
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 District are maintained.
6. Secondments shall be from the District and not from a position. An administrator will be considered for, but not guaranteed an administrative position if the administrator returns to work prior to the end of the term of appointment.
7. 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 six- year period.
8. Neither a secondment nor an exchange may be taken within the same six year cycle as a long-term Leave of Absence is taken.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

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| Alberta School Act: | 60   |
| District Policies:  | 402.11.1 Teacher Growth, Supervision and Evaluation,<br>402.12 Staff Learning, 404.3.1 Leaves of Absence |
| Other:              | ATA Collective Agreement   |