

CODE: FJC.AR**EFFECTIVE DATE:** (04-01-2010)**TOPIC:** Staff Secondments to External Agencies**ISSUE DATE:** (18-12-2015)**REVIEW YEAR:** (2015)

REGULATION**A. GENERAL**

1. During the term of secondment to an external agency, the staff member remains an employee of the District with full salary and benefits. The external agency will be invoiced the cost of salary plus overhead.
2. Effective September 1, 2009, secondments to external agencies will be limited to three consecutive school years or the equivalent. A request by a staff member for a subsequent leave in order to continue with the secondment agency, if approved, will be granted as an unpaid personal leave of absence from the District.
3. Staff on secondment, except for principals, retain their affiliation with the school or central decision unit to which they were assigned prior to secondment according to the following timeline:
 - a. A staff member whose initial secondment commenced with the 2008-2009 school year will remain assigned to the school or central decision unit until the end of the 2010-2011 school year.
 - b. A staff member whose initial secondment commenced with the 2006-2007 or 2007-2008 school year will remain assigned to the school or central decision unit until the end of the 2009-2010 school year.
 - c. A staff member whose initial secondment commenced prior to the 2006-2007 school year is considered unassigned for staffing purposes.

B. TEACHERS

1. A teacher designated to a one-year term leadership position immediately prior to a full-year secondment:
 - a. will not be re-designated and as such, will not retain their leadership designation while on secondment; and
 - b. will be compensated in accordance with the teachers' collective agreement in force at the time as though the teacher had been re-designated to the same one-year term leadership position.
2. A principal, while on secondment:
 - a. will retain the designation of principal;
 - b. will be compensated, for the term of the secondment, in accordance with the teachers' collective agreement in force at the time; and
 - c. will not retain affiliation with the school or central decision unit to which they were assigned prior to secondment.

C. EXEMPT STAFF

1. An exempt staff member on secondment will, prior to commencing secondment, be provided, in writing, with the terms and conditions of the secondment, including terms and conditions for returning to the District at conclusion of the secondment.
2. An exempt staff member on secondment will be compensated in accordance with Employment Information for *Exempt Non-Management* staff or *Employment Information for Exempt Management* staff, whichever applies and is in force at the time.

REFERENCES

FA.BP - Human Resources Framework