

CODE: FJB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Staff Out-of-Division Exchanges

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

A. GENERAL

1. This regulation applies to reciprocal staff exchanges between the Division and external agencies.
2. During approved exchanges, Division staff members remain employees of the Division with full salary and benefits.

B. TEACHERS

1. Exchanges considered for approval by the Superintendent of Schools shall be limited to those under the auspices of Alberta Education's Alberta Educator Exchange Programs which may include school-year or calendar-year exchanges, short-term study tours or visitation programs, or ad hoc exchange opportunities.
2. An application to participate in a full-year out-of-Division exchange shall only be considered if, as of the date of application, the applicant:
 - a. has held a teacher continuing contract for the current and four previous school years,
 - b. has a full-time assignment, and
 - c. has not had a personal leave of absence in excess of 30 consecutive calendar days during the past two years.
3. Prior to approval by the Superintendent of Schools, an application to participate in a full-year, out-of-Division exchange must be supported by the applicant's current principal or central decision unit administrator. If the applicant is a principal, support of an Assistant Superintendent is required.
4. Once a principal or central decision unit administrator has indicated, in writing, support for a teacher's application to participate in a full-year out-of-Division exchange, the following conditions apply:
 - a. the teacher is ineligible for identification for transfer for the subsequent school year;
 - b. the teacher's assignment for the subsequent school year cannot change significantly from that stated on the application; and
 - c. the teacher is not eligible to apply for Division positions advertised for the subsequent school year.
5. Outgoing full-year exchange teachers shall be released from their duties to attend a one-day orientation activity with the cost of a replacement supply teacher covered centrally.
6. Incoming full-year exchange teachers shall be released from their duties to attend one and one-half days of orientation activities with the cost of a replacement supply teacher covered centrally.

7. In addition to participation in all regular school or decision unit professional development activities, and subject to approval by the principal or central decision unit administrator, a full-year exchange teacher from an external agency will be provided three and one-half days for individual professional development activities. The cost of a replacement supply teacher shall be the responsibility of the school.

C. OTHER STAFF GROUPS

Proposals for reciprocal out-of-Division exchanges will be considered by the Superintendent of Schools on an individual basis with terms and conditions to be determined on a case-by-case basis.

REFERENCES

FA.BP - Human Resources Framework