

SECONDMENT LEAVES

Background

High Prairie School Division (HPSD) believes that secondment leaves provide valuable opportunities for teachers and administrators to gain professional growth and enrichment that enhance their capacity to serve students and the Division.

A secondment is a temporary assignment in which an employee is released from their regular position to work in another capacity, either within HPSD or with an external organization, while maintaining an employment relationship with HPSD.

Procedures

1. Eligibility
 - 1.1. *Secondments Outside of High Prairie School Division*

Secondment leaves outside of HPSD may be considered for teachers and administrators who:

 - 1.1.1. Hold a continuing contract with High Prairie School Division; and
 - 1.1.2. Have demonstrated satisfactory professional practice.
 - 1.1.3. Teachers holding probationary, temporary, or interim contracts are generally not eligible for external secondments; however, the Superintendent may consider exceptional circumstances on a case-by-case basis.
 - 1.2. *Secondments Within High Prairie School Division*

Secondment leaves within HPSD may be considered for teachers and administrators, including those holding probationary, temporary, or interim contracts.
2. Application Process
 - 1.1. Applicants seeking a secondment must submit a written request to the Superintendent a minimum of 60 teaching days prior to the proposed start date, except where exceptional circumstances exist. The application shall include:
 - 1.1.1. A description of the purpose and nature of the secondment;
 - 1.1.2. The expected professional growth and anticipated benefit to HPSD;
 - 1.1.3. The proposed duration of the secondment; and
 - 1.1.4. A statement of support and/or recommendation from the Principal of the applicant's home school.
3. Duration of Secondments
 - 3.1. A teacher or administrator may be granted an external secondment for up to one year.
 - 3.2. Additional years may be granted only in exceptional circumstances.
 - 3.3. Internal secondments may be granted for up to three years, with consideration for extensions where appropriate.

All secondments are subject to Superintendent approval.
4. Return to Position
 - 4.1. *Secondments Outside of High Prairie School Division*
 - 4.1.1. Upon return from a first year of external secondment, the employee will be guaranteed an assignment at their home school, without guarantee of a specific teaching assignment, and subject to Administrative Procedure 417 (Reduction in Teaching Staff).
 - 4.1.2. If the external secondment exceeds one year, the employee will be guaranteed a position within HPSD upon return, subject to AP 417. While a specific location cannot be guaranteed, reasonable effort will be made to consider the employee's strengths, qualifications, and preferences.

- 4.2. *Secondments Within High Prairie School Division*
 - 4.2.1. If an internal secondment is up to and including three years, the employee will be guaranteed an assignment at their home school upon return, without guarantee of a specific teaching assignment, and subject to AP 417.
 - 4.2.2. If an internal secondment exceeds three years, the employee will be guaranteed a position within HPSD upon return, subject to AP 417.
5. Salary, Benefits, and Seniority
 - 5.1. *Secondments Outside of High Prairie School Division*
 - 5.1.1. Salary and benefits will be determined on a case-by-case basis and confirmed in writing prior to the commencement of the secondment.
Arrangements may include:
 - 5.1.1.1. HPSD maintaining salary with reimbursement from the seconding organization; or
 - 5.1.1.2. Direct payment by the seconding organization.
 - 5.2. *Secondments Within High Prairie School Division*
 - 5.2.1. The employee will continue to receive regular salary, allowances, and benefits in accordance with their contract and the collective agreement.
 - 5.3. Time spent on secondment shall count toward seniority and continuous service in accordance with the collective agreement and applicable pension regulations.
6. Professional Expectations
 - 6.1. While on secondment, employees remain subject to:
 - 6.1.1. The Education Act,
 - 6.1.2. The Teaching Profession Act, and
 - 6.1.3. HPSD policies and administrative procedures where applicable.
 - 6.2. Upon completion of the secondment, the employee may be asked to provide a brief written reflection outlining professional learning and potential applications to Division work.

References

Education Act

Teaching Profession Act

High Prairie School Division Collective Agreement

Administrative Procedure 417 — Reduction in Teaching Staff