



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7601 Secondment of Teachers	Administrative Application	
	Effective:	October 25, 2016
	References:	Regina Catholic School Division Agreement Letter
	Status:	Operational

Preamble

The Regina Catholic School Division works with its staff members and the larger community to enhance professional development and contribute to the overall growth of learning programs.

Definition

Secondment is the reassignment of a person from his or her regular organization for temporary assignment elsewhere. This application refers to secondments outside of the school division. Secondments may be granted for up to two years. The secondment must be related to the duties of a teacher.

Application

1. An application for secondment is received by the Superintendent of Human Resource Services.
2. The request is reviewed by Academic Council.
3. The secondment may be granted if
 - a. no hardship is caused to the school division, and
 - b. the employee requesting the secondment indicates, in writing, the understanding that his/her teaching assignment may be different than the assignment the individual had prior to the secondment.
4. The secondment may be granted up to a maximum of two consecutive years. The secondment may be extended beyond two consecutive years in the event that the secondment is directly related to teaching duties and provides added value for the Regina Catholic School Division. This must be approved by the Board.
5. Secondment requests may be denied if they do not add value to the Regina Catholic School Division.