

Personnel and Employee Relations 7601 Secondment of Teachers	Administrative Application	
	Last Reviewed /Approved on:	October 21, 2024
	References:	Regina Catholic School Division Agreement Letter Administrative Application – 7501 – Leaves of Absence Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

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

Definition

1. **Secondment** is the reassignment of a person from his or her regular organization for temporary assignment elsewhere. This application refers to all teacher secondments. Secondments may be granted for up to two (2) 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 Executive 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 their 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 (2) consecutive years. The secondment may be extended beyond two (2) consecutive years in the event that the secondment is directly related to teaching duties and provides added value for the school division. Extensions beyond two (2) years must be approved by the Board.
5. Secondment requests may be denied if they do not add value to the school division.
6. The seconded teacher is responsible to enter any and all absences into Regina Catholic Atrieve Leave Management Web.