



ADMINISTRATIVE PROCEDURE 404
SECONDMENT FOR SPECIAL PROJECTS

Background

Needs may arise which require the addition of staff members to complement the Education Services Centre Staff for specific tasks and for a specific period of time. The Division, therefore, approves the process of secondment of staff members.

Procedures

1. The decision to second a staff member to complement the Education Services Staff will be part of the development of the Grande Yellowhead Public School Division Three-Year Plan pursuant to Administrative Procedure 500 – Division Budgeting.
 - 1.1 The Superintendent shall determine the purpose for and the time of the secondment of any staff member to complement the Education Services Staff.
 - 1.2 Division staff members shall be given a leave of absence from their position when seconded to Education Services Staff.
2. The budgetary aspects of any secondment of a staff member to the Education Services Staff will be part of the Grande Yellowhead Public School Division Three-Year Plan pursuant to Administrative Procedure 105 - School-Based Decision Making and Administrative Procedure 500 - Division Budgeting.
 - 2.1 While seconded to the Education Services Centre Staff, the staff member shall receive a rate of pay no less than that which they would have received in their regular position.
 - 2.2 Notwithstanding procedure 2.1, if a seconded teacher is required by the Superintendent to work during their normal summer, Christmas, or spring vacation, they shall receive additional remuneration for their services at the rate of one two-hundredth (1/200) of their annual salary for each extra day worked.

Reference: Section 20, 60, 61, 113 School Act

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