

PERSONNEL	3000
EMPLOYEE EXCHANGES AND EXTERNAL SECONDMENTS	3010

1. Rationale

The Simcoe County District School Board (SCDSB) believes in providing opportunities for employees to participate in exchanges with employees in other provinces and countries as well as providing external secondments to other agencies as part of their professional development.

2. Policy

It is the policy of the SCDSB to support exchanges and external secondments for staff while continuing to insure the quality of education in our schools and services to our system. All exchanges and external secondments will adhere to the language in the appropriate collective agreement or terms and conditions of employment.

3. Guidelines

The applicable superintendent, in consultation with Human Resource Services, shall consider the following guidelines in the approval process:

3.1 Approval Process

- 3.1.1 the appropriateness of the exchange/external secondment request;
- 3.1.2 the number of exchange/external secondments approved in any one school year;
- 3.1.3 satisfactory work performance of the applicant; and,
- 3.1.4 the overall system impact.

4. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JANUARY 12, 1972
REVISED DECEMBER 14, 1977
REVISED JANUARY 19, 2011
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