

STAFF MEMBERS ON LOAN / SECONDMENT

Background

In response to requests from agencies and organizations such as the Ministry of Education, the Division, in recognizing its responsibilities to provide leadership in education, is prepared to enter into arrangements whereby its staff will be on loan to such agencies or organizations. The Division shall be reimbursed for the staff members while on loan.

Procedures

1. The Director may grant leave to staff members for a period of up to 3 years to accept a professional assignment under agreement with a governmental agency
2. When the government agency requests that a staff member's assignment be continued for a fourth year, the Director may grant this extension under extenuating circumstances.
3. Under special circumstances, the Director may authorize a staff member who has been on leave for four years to continue to be seconded from the Division. Where such an arrangement is made pursuant to this procedure, it is made only to facilitate the staff member's loan to another agency upon the staff member's request. Furthermore, there will be no obligation on the Division to employ that individual upon the completion of the secondment.
4. Staff members who are granted leave under this administrative procedure shall not receive financial assistance from the Division, nor shall the Division contribute financially to the working benefits of these staff members while they are on loan.

Legal Reference: Section 87, 109, Education Act

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