SECONDMENTS

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PROCEDURES FOR REQUESTING A SECONDMENT

TO AN OUTSIDE ORGANIZATION

1. Teachers requesting a secondment to a position for a fixed duration outside the Toronto District School Board will submit a letter **from the seconding organization** to the Senior Manager, Secondary Teaching, outlining the details of the secondment including:

   - start and end dates;
   - the name of the organization to which the Teacher wishes to be seconded;
   - the nature of the secondment/job description;
   - the reasons the Teacher wishes to accept the secondment;
   - the benefits to the TDSB;
   - a statement that the seconding organization will pay the costs of total salary and benefits;
   - a letter from the seconding organization confirming the secondment offer.

2. A copy of the letter from the seconding organization must be sent to the **Teacher's** Principal and the Staffing Officer before the secondment will be approved.

3. The Senior Manager, Secondary Teaching, will make a recommendation to the Board in consultation with the Principal.

4. Approval for the secondment is subject to the discretion of the Board.

5. The Teacher, Principal and Staffing Officer will be notified in writing of the Board's decision.

6. **These requests must be submitted at least 6 weeks prior to the commencement of the secondment. For full school year secondments, the request should be submitted by the end of March of this school year and no later than June 30 for the following school year.**

7. As per the Employee Services Secondment Protocol there is a two-year limit on secondments to an outside organization. However, a third year may be granted by the Senior Manager, Secondary Teaching only for secondments to Faculties of Education and the Ministry of Education. Due to legacy Board arrangements secondments at Bloorview MacMillan are handled annually on an individual basis.

8. The salary and benefits paid to the seconded employee will be the salary and benefits of the employee for the position the employee holds in the TDSB.