



POLICY:  <p style="text-align: center;"><b>Teaching Exchange/Staff Secondments</b></p>		POLICY NUMBER:  <p style="text-align: center;"><b>PS-4-2</b></p>
		PREVIOUS/REPLACES:  <p style="text-align: center;"><b>Exchange Teaching/Staff Secondments GCQC</b></p>
APPROVED BY:  <p style="text-align: center;"><b>Executive Council</b></p>	EFFECTIVE DATE AS OF:  <p style="text-align: center;"><b>February 9, 2016</b></p>	PRIOR VERSIONS:  <p style="text-align: center;"><b>May 1, 2012 May 21, 2009</b></p>

**1. Policy Statement:**

The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes that teacher exchanges and staff secondments are an effective tool for developing and motivating staff. Exchanges/secondments support the professional development and long-term retention of employees at MITT by providing a temporary leave of absence to an employee to provide services to another organization on a mutually agreed basis between MITT and that organization.

An exchange/secondment can assist in creating organizational flexibility by providing opportunities for employees to develop skills at other organizations which are transferable when they return to MITT and by providing opportunities for MITT to have employees from other companies bring their expertise to fill a position or complete a project on a temporary basis.

All exchanges/secondments must be in the form of a standard legal agreement between MITT and the external organization. The agreement must be for a specific period of time which normally will not exceed two years. The contract may be renewed by mutual agreement.

Each individual contract must identify the billing process for salary and benefits. If the employee is paid less than they would earn at MITT during the temporary leave of absence, MITT will pay the difference in the employee’s salary. Conversely, if the employee earns more while on leave than they would have earned at MITT, then that employee will return the overage to MITT.

This policy outlines the criteria and conditions that MITT follows regarding exchanges and secondments.

**2. Scope:**

This policy applies to all employees of MITT.

This policy does not apply to work experience programs for teachers as provided for in the collective agreement.



### 3. Procedure:

#### a. Staff Secondments

MITT may enter into agreements with other organizations that:

1. Permits an MITT employee to temporarily work at an external organization or
2. Permits MITT to obtain the services of an employee from an external organization to temporarily fill a position at MITT.

MITT employees working under a secondment agreement at another organization will continue to accrue seniority and earn benefits as accorded to MITT employees while on the secondment.

During the secondment, the employee's position may be temporarily filled by another employee or it may be left vacant. Upon completion of the secondment the employee will return to their position at MITT held prior to the secondment or be offered a comparable position.

#### b. Teaching Exchange

MITT may enter into agreements with other institutions for the purpose of exchanging instructors for a defined period of time.

MITT employees working under a teaching exchange at another organization will continue to accrue seniority and earn benefits as accorded to MITT employees while on the secondment.

Upon completion of the exchange the instructor will return to same or comparable position at MITT held prior to the leave.

#### c. Approval Process of an Exchange/Secondment

Requests to participate in exchange programs and secondments shall be submitted in writing to the Dean, Director, Principal or equivalent prior to formal application or response to the agencies involved.

Exchanges and secondments will only be approved where it is operationally feasible.

The decision to grant or deny permission to make formal application or response shall rest with the President or designate. Such decision shall be communicated to the potential participant within thirty (30) days of receipt of the written request to participate.

Where an applicant is accepted for participation, the details and specific information related to the leave shall be submitted to and reviewed by the President or designate who shall have the authority to grant final approval.



**4. Administration:**

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

**5. Review:**

This policy will be reviewed by Executive Council every 5 years.

**6. Reference:**

None

**7. Definitions:**

Secondment – A contract between MITT and an external organization which provides for a temporary transfer of an employee either from an external organization to MITT or an internal employee who temporarily transfers to an external organization. These opportunities are not posted.

Teaching Exchange - A contract between MITT and an external organization which provides for a temporary exchange of instructors from each Institute for a defined period of time. These opportunities are not posted.