

Administrative Procedure 4033 R1

*Education Personnel Exchange/Secondment*

1. Prior to taking part in an exchange or a secondment a teacher must have completed five (5) full time years of successful teaching or administration in School District No. 71 (Comox Valley). Secondment opportunities may include, but are not limited to, the Ministry of Education, college or university, posting with the Department of National Defence or other appropriate government ministry,
2. Having completed an exchange, a secondment, or a DND posting; a teacher or administrator must complete a further three (3) full time years of successfully teaching or administration in School District No. 71 (Comox Valley) before commencing another exchange, secondment, or DND posting.
3. Requests shall be in writing and completed in full utilizing the appropriate form. Requests shall be submitted to the Superintendent of Schools or designate at least one (1) month prior to submission to the exchange authority.
4. The superintendent of schools or designate may limit the number of approved applicants in any one (1) school year.
5. Teachers whose exchange or secondment is of a one (1) year duration or less will upon return be re-assigned to a reasonably comparable assignment at the same school or site. Administrators whose exchange or secondment is of a one (1) year duration or less will, upon return, be re-assigned to an equivalent position (e.g. principal - principal) with comparable salary though not necessarily at the same school or site.
6. Exchanges will not, except in exceptional circumstances be granted for more than one (1) year.
7. Secondments will not, except in exceptional circumstances, be granted for more than two (2) years. Employees requesting a second year secondment must re-apply to the Superintendent of Schools or designate.

8. Employees participating in any exchange or secondment are, upon return, entitled to a reasonably comparable assignment within the district consistent with other employees returning from personal leaves.
9. In determining the request, the superintendent of schools or designate will consider the following:
  - (a) based on previous employment history, assurance that the employee will be a positive ambassador for this district, and, when appropriate, the province or country;
  - (b) for exchanges, the qualifications and experience of the incoming educator;
  - (c) for secondments, the ability to recruit qualified replacement personnel;
  - (d) the number of exchanges, secondments or leaves of absence in the district and/or at a particular school or site.
10. The superintendent of schools or designate may cancel or terminate an exchange should the experience be significantly detrimental to the education of School District No. 71 (Comox Valley), students, or to the school or district as a whole.
11. International exchange educators may be granted up to three (3) days leave of absence without loss of pay, for visitations to other schools or teacher training programs or to participate in ministry organized workshops for exchanges.