



AP 411 – EMPLOYEES ON LOAN

BACKGROUND

In response to requests from agencies and organizations such as the Ministry of Education or similar organizations; the division, in recognizing its responsibilities to provide leadership in education, is prepared to enter into arrangements whereby its full-time permanent staff may be on loan to such agencies or organizations. The division shall normally be reimbursed for the employees while on loan.

PROCEDURES

1. The director may grant leave to teachers for a period of up to 2 years to accept a professional assignment under agreement with a governmental agency such as the Ministry of Education, University of Saskatchewan or similar organizations.
2. Under special circumstances, the director may authorize an employee who has been on leave for 2 years to continue to be seconded from the division. Where such an arrangement is made pursuant to this regulation, it is made only to facilitate the employee's loan to another agency upon the employee's request. Furthermore, the employee's return to the division will be dependent upon a position being available and will be solely at the Director's behest.
3. Employees 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 employees while they are on loan.
4. Employees granted a leave under this administrative procedure shall meet with their Superintendent by April 15 of each school year they are on leave to discuss their intentions for the following school year.
5. All contracts considered with external agencies under this administrative procedure shall be reviewed by the Superintendent of Human Resources prior to being signed on behalf of Saskatoon Public Schools.

Reference: Section 87(n), Education Act
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