

Policy History
<b>Policy No.</b> HR8
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Human Resources
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## Employee Exchange/Secondment Leaves Policy

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### A. CONTEXT AND PURPOSE

The University recognizes and supports opportunities for revitalization and renewal of its administrators, faculty and support staff through employee exchanges/secondments to other educational institutions to business/industry and to government agencies. In considering exchanges/secondments, the prime objective of the University is the delivery of educational training and services to students.

Any full time employee with a minimum of two years of full time equivalent service with the University may apply for an exchange/secondment leave.

In accordance with the provisions of Article 13.15 of the Collective Agreement between Kwantlen Polytechnic University and the Kwantlen Faculty Association, faculty will continue to be governed by the Secondment/ Exchange Leave process outlined in that agreement should there be any variance to the procedures described here.

### B. PROCEDURES

#### 1. Exchange

- a. Employees wishing to have an exchange should notify Human Resources with the following information:
  - i. Name of the employee wishing to undertake an exchange.
  - ii. Discipline, program, or work area of exchange.
  - iii. Timing and length of exchange.

- iv. Preferred location for exchange.
- b. An employee interested in responding to the call for exchange should contact the employee of the other institution directly. The following areas should be agreed upon by the two institution's employees.
  - i. Fields of expertise are compatible.
  - ii. Timing and length of exchange are compatible.
  - iii. Arrangements for housing and other personal arrangements are compatible.
- c. Each employee would then approach their own supervisor to discuss the feasibility of the exchange. If the exchange is acceptable, then each organization would be responsible for:
  - i. Checking the credentials/expertise to ensure that the exchange employee can teach or perform the expected tasks in the host institution.
  - ii. Ensuring that timing and length of the exchange suggested by the employee is suitable to the institution.
  - iii. Informing the exchange employee of the specific courses/tasks he/she will be asked to teach/perform.
- d. The institutions will exchange contracts. These contracts will be the formal recognition that each institution will:
  - i. Accept the exchange employee into their institution;
  - ii. continue to pay the salary and all benefits to their own employee;
  - iii. not pay the travelling or moving expenses of either employee;
  - iv. ensure that exchange employees will abide by the rules and regulations of the host institution;
  - v. ensure that if the exchange employee is unable to fulfill the requirements of the host institution, then the sending institution is responsible for the expenses occurred in hiring a contract employee to replace them; and,

- vi. ensure that the exchange employee will not be a member of the host institution's bargaining unit.

## 2. Exchanges with Industry/Agencies

Exchanges with industry/agencies may occur when an employee chooses to return to industry or work for an agency and that firm (agency, hospital, ministry, etc.) sends one of its employees to teach/work at the institution. Exchanges with industry/agencies are more likely to be initiated by an individual employee and a specific industry/agency.

The process would be essentially the same as for an employee exchange with another educational institution.

A modified exchange agreement would be signed by the parties involved.

## 3. Secondments

A secondment is the releasing of an employee for a limited time period to work in another institution, industry or government agency without the expectation that another employee would take their place. It is expected that the employee would continue on salary from their own institution, although the institution may receive funding from the receiving institution.

Secondments would be handled in a very similar manner to the exchanges since it is, in reality, a one-sided exchange.

Individual employees who are interested in a secondment will make the initial contact and if this is successful, they must request approval of the secondment through their own institutions.

The two institutions or the institution and a business/agency will exchange letters of agreement.