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## EMPLOYEE EXCHANGE

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AUTHORITY President  
PRIMARY CONTACT Vice-President (Administration)  
RELATED POLICIES

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## POLICY

Employee exchanges are viewed favourably by the Board of Governors and will normally be approved, provided the Board of Governors can be assured that the best interests of the university are protected and there is normally no additional financial burden placed upon the university.

In support of its commitments to provide development opportunities for faculty, staff and administrators, the Board of Governors adopts the following considerations for implementation of a program for employee exchanges.

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## DEFINITIONS

1. Outgoing participant - A faculty, staff or administrator leaving his/her present assignment for a temporary exchange outside the university.
  2. Incoming participant - A faculty, staff or administrator from an outside institution who by reason of an exchange will be temporarily assigned to a university position.
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## PROCEDURES/GUIDELINES

### Eligibility Requirements

1. An eligible outgoing participant must be a full-time permanent employee who will normally have been employed with the university for a period of at least three years.
2. Outgoing applicants must notify their Dean before applying for any exchange. All leaves must be approved by the Joint Professional Development Committee (JPDC).
3. Incoming participants must be approved by the respective department and Dean as being qualified to work in that area before the JPDC can give its approval.

### Number of Exchanges

The number of exchanges which occur at the university will be approved by the Joint Professional Development Committee based upon the availability of resources and the effect of the exchange upon the instructional and service functions of the university.

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## **Length of Exchange**

The length of any exchange will not exceed one year. Any exception to this policy must be approved by the Joint Professional Development Committee.

## **Compensation**

1. The university will continue to pay outgoing participants their regular salary and benefits subject to the normal deductions where possible.
2. Incoming participants will be paid by the sending institution.

## **Vested Rights**

Participation in an exchange will not affect an employee's position on the salary schedule, subject to the collective agreement.

## **Exchange Assignment and Obligations**

The assignments, obligations, and other understandings for any exchange participant for the period of exchange will be detailed in a Memorandum of Agreement which must be signed by the Bursar and President.

## **Facilities and Resources**

The university will provide to incoming participants the same access to opportunities and resources as it does for its own employees, including but not limited to travel pay, office space, etc. Any exceptions or prohibitions will be stated in the Memorandum of Agreement.

## **Housing and Relocation**

The university will provide neither housing nor relocation costs for incoming or outgoing participants.

## **Exchange Commitments**

Unless there are extremely unusual or extenuating circumstances, the university will honour commitments made in the exchange program for both outgoing and incoming participants.

## **Employee Exchange Structure**

Will be developed by the Joint Professional Development Committee.

Reference: The Board policy on Development and Review of Administrative Policies (BRP-220.06) empowers the President to create and revise policies and procedures consistent with Policy Directions of the Board. This policy is guided by Board policy direction Human Resources Development and Management (BPD-225).