

Title	TEACHER EXCHANGES	Independent Procedure No.	9034
Department	HUMAN RESOURCE SERVICES		
Resources		Effective Date	2001 Oct. 23

A Teacher may apply for an exchange with a Teacher living in a Canadian province or a country with which The Canadian Education Exchange Foundation has made mutual arrangement.

1.0 **Eligibility**

- 1.1 Candidates shall have been employed by the Board for a minimum of three consecutive years immediately prior to submitting an application for such an opportunity.
- 1.2 Candidates will have demonstrated satisfactory performance in the profession and will also have the support of the appropriate Principal and/or immediate supervisor. (The Teacher shows evidence of potential professional growth and benefit to the system by the exchange.)
- 1.3 Staff will normally continue in the employ of the Board for at least five years before an additional application under this procedure will be considered.

2.0 **Application procedure:**

- 2.1 Candidates will, where possible, inform their Principal and the Executive Superintendent of Human Resources Services or designate of their intent to apply for such a position at least one year prior to it taking effect. Written approval by the Executive Superintendent of Human Resource Services or designate will be given within one month of receipt of the intent letter.
- 2.2 The Acceptance of Exchange Form shall be submitted to the Executive Superintendent of Human Resource Services or designate at least three school months in advance of the exchange.

3.0 **Conditions**

- 3.1 The Board must be assured that neither program nor students will be adversely affected by the exchange.

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- 3.2 The staff member agrees to return to the Board's employ for at least one year following the exchange.
- 3.3 Salary and benefits, not including an allowance for a position of responsibility, shall continue as if no exchange were in place.
- 3.4 In return from such exchange, the Teacher will normally return to the position held immediately prior to the exchange or some other mutually agreed upon placement. Staff placement on return is also subject to the prevailing surplus/redundancy or collective agreement provisions or policies.