

## POLICY

<b>Policy Title</b>	Salary Administration and Living Expenses for Secondments and Special Projects
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	December 19, 2012
<b>Next Review Date</b>	

### Purpose

Staff may be seconded to special projects such as international consulting and administrative positions. This practice defines the manner in which their wages, and those of their replacements, are managed.

### Scope

### Definitions

- Secondments and special projects – opportunities that are posted for the consideration of full-time employees; most often developmental in nature or requiring specialized skills.
- Home department – the department the employee works in under normal circumstances, where the employee and their job title would be found on the College-wide complement list.
- Hiring department – the department offering the special project or secondment
- Final backfills – the final employee hired, in a string of replacements, for the employee who is on a secondment or special project.

## Policy Statements

### 1 SALARY ADMINISTRATION

- Short Term Secondments
  - a. For secondments of less than twelve months, where the employee’s salary is unchanged, the employee’s “home” department will be responsible for maintaining the employee’s salary.
  - b. For secondments of less than twelve months, where the employee’s salary is higher, the employee’s “home” department will be responsible for maintaining the employee’s salary and the “new” department will be responsible for the additional salary or top up.
  - c. In both instances, the hiring department is responsible for the salary of the employee hired as the final backfill.
  
- Long Term Secondments
  - a. For secondments of more than twelve months, the “new” department will be responsible for the employee’s salary and the home department will be responsible for the backfill salary.

### 2 SALARY CALCULATIONS

Salary for secondments will be defined by the collective agreement for unionized positions and by the Salary Administration for Administrative Employees (CH4-4-1-14) operating practice for administrative positions.

### 3 LIVING EXPENSES

The College will reimburse an employee for reasonable accommodation and travel expenses when a secondment requires the employee to live away from home.

Wherever possible, the employee will use College facilities and equipment; for example, driving a college vehicle when traveling rather than a personal vehicle.

## Non-Compliance

### Revision History

Version	Change	Author	Date of Change