UNIVERSITY OF MANITOBA
PROCEDURE

<table>
<thead>
<tr>
<th>Procedure:</th>
<th>SECONDMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy:</td>
<td>Secondments</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>June 22, 2005</td>
</tr>
<tr>
<td>Revised Date:</td>
<td></td>
</tr>
<tr>
<td>Review Date:</td>
<td>June 22, 2015</td>
</tr>
<tr>
<td>Approving Body:</td>
<td>Administration: President</td>
</tr>
<tr>
<td>Authority:</td>
<td>Policy [Secondments]</td>
</tr>
<tr>
<td>Responsible Executive Officer:</td>
<td>President</td>
</tr>
<tr>
<td>Delegate: (If applicable)</td>
<td>Vice-President (Administration)</td>
</tr>
<tr>
<td>Contact:</td>
<td>Executive Director of Human Resources</td>
</tr>
<tr>
<td>Application:</td>
<td>Employees – All Employees</td>
</tr>
</tbody>
</table>

Part I
Reason for Procedure

To set out Procedures secondary to the Policy: Secondments for the provision of opportunities for an employee to apply for a temporary leave of absence from his/her position to provide services to other organizations on a mutually agreed basis between the University and that other organization.

Part II
Procedures

2.1 Definition

A secondment is a contract between two organizations for services. The services may involve an employee, but does not directly affect the employment relationship inside the organization.
2.2 Secondment to the University

2.2.1 The University may enter into agreements with other organizations in which the University will seek to obtain the services of an employee from that organization. The purpose of such a secondment will be to fill a specialized skill or service, to obtain the services for a specific period of time, or to work together with University employees on a team based project.

2.2.2 Normally such a secondment will be arranged such that no University employee's position is eliminated by the secondment.

2.2.3 The employee seconded to the University will normally continue to be paid his/her regular salary and continue to receive benefits applicable to the home organization. The University will pay for such services through a billing process with the home organization. The employee will continue to be an employee of the home organization and therefore will not become a member of any University employee group.

2.3 Secondment from the University

2.3.1 The University may enter into agreements with other organizations in which the University will respond to a request from an external organization for services by a University employee. The purpose of such a secondment will be to provide a specialized skill or service, to provide the services for a specific period of time, or to work together with employees of other organizations on a team based project.

2.3.2 If the University agrees to such a secondment, it will be arranged with the consent of the employee being seconded. At the end of the secondment the University employee will be returned to his/her former position or a similar level position.

2.3.3 The employee seconded from the University will normally continue to be paid his/her regular University salary, accrue University service and continue to receive University benefits and terms and conditions of employment based on his/her position with the University. The external organization will pay the University for such services through a billing process. The employee will continue to be an employee of the University and therefore will remain in his/her current bargaining unit or employee group.

2.4 Not a Secondment

2.4.1 If the proposed secondment from the University involves a change in the compensation provided to the employee, the arrangement will not qualify as a secondment. Instead the employee may request a leave of absence without pay from his/her position with the University.

2.4.2 If such a leave is granted, the employee may then become an employee of the external organization. Compensation from the external organization will be a
matter between the employee and the external organization. The employee will be entitled to continue staff benefit coverage based on his/her position with the University as provided in the respective benefit plans for an employee on a leave of absence without pay. Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.

2.5 Legal Agreement

2.5.1 All secondments must be in the form of a standard legal agreement between the University and the external organization.

2.5.2 These legal agreements shall be prepared by the University Legal Counsel and require the authorization of the Vice-President (Administration).

2.5.3 Secondments shall be for a specific period of time and may be renewed by mutual agreement. All renewals must continue to follow the process identified in 2.5.

Part III
Accountability

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV
Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is June 22, 2015.

4.2 In the interim, these Procedures may be revised or rescinded if:

   a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);

   b) the relevant Policy is revised or rescinded.

Part V
Effect on Previous Statements

5.1 This Procedure supersedes:
a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;

b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and

c) Policy 903 Leave of Absence (dated April 15, 1974).

Part VI
Cross References

Policy: Secondments
Policy: Leave of Absence
Procedures: Leave of Absence