

Policy Name: **Secondments**

Policy Number: HR-10-03

Policy Monitor: Director, Human Resources

Policy Approver: Senior Management

Approval Date: August 22, 2014

Purpose

To promote and facilitate the exchange of employees through temporary assignments within the Northwest Territories Power Corporation (NTPC).

Policy Statement

A secondment is the temporary assignment of an employee to a position within the organization.

The objective of a secondment is:

- To provide a mechanism for departments within NTPC to work together to meet short-term human resource needs when those needs cannot be effectively met through the regular recruitment process; and/or
- To support the development of an employee's knowledge, skills, abilities and experience.

The maximum term of a secondment, including extensions, shall not exceed three years.

Guidelines

To be considered for a secondment, an employee of the NTPC must meet the following criteria:

- Have indeterminate employment status;
- Have completed the probationary period; and
- Have formally requested and been granted approval from his/her immediate supervisor.

An extension of the term of a secondment requires mutual consent of all parties to the agreement.

A secondment may be terminated before its term has expired. This can be done at the request of any one party on notice to the others and such notice of 30 days must be given, in writing.

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Within one month prior to the expiry of a secondment, arrangements will be made with the immediate supervisor from the employee's original department for the return of the employee.

A performance evaluation will be completed on the seconded employee upon completion of the secondment.

Policy History

Date	Revision #	Description of Change
August 22, 2014		New Policy