



JOB EXCHANGE – Cross Panel Vice-Principal Exchange

Responsibility: *Coordinating Superintendent, Human Resource Services
Superintendent of Student Achievement and Well-Being
Senior Manager, Human Resource Services*

Related References: *Application Form #HR-17-01: Job Exchange –
Cross Panel Vice-Principal Exchange*

Effective Date: *April 10, 2017*

Revisions:

Reviewed:

1. Preamble

- 1.1 The procedure that follows provides general guidelines for a cross panel vice-principal exchange between an elementary and secondary vice-principal. An elementary/secondary vice-principal may request an exchange with an elementary/secondary vice-principal from the other panel, to be effective at the start of the next school year. Applicants must ensure that their respective supervisor(s) are fully aware and in support of the job exchange in order to proceed with the application.

2. Job Exchange Procedure

- 2.1 A permanent vice-principal with a minimum of two years experience as an elementary/secondary vice-principal may apply for an opportunity to exchange positions with another elementary/secondary permanent vice-principal from the other panel to take effect in the following school year.
- 2.2 The “Job Exchange” assignment shall be for a period of one (1) school year (September – June) and participants would agree to commit to one full school year in the program.
- 2.3 Written application shall be made to the Coordinating Superintendent, Human Resource Services, or designate, on or before May 1st in the school year prior to entering the plan the following school year. The application shall include:
 - 2.3.1 The name of the employee;
 - 2.3.2 The present site(s) and position held by the employee;
 - 2.3.3 The signature of the employee’s supervisor.
- 2.4 The proposed exchange application shall be considered only upon the recommendation of the supervisors involved.
- 2.5 Written acceptance or refusal of the application by the employer shall be forwarded to the employee by June 15th in the same year that the request was made.
- 2.6 At the end of the participation in the “Job Exchange” program, each of the employees shall return to the same position(s) and work location(s) held immediately prior to the commencement of the program, unless a site transfer occurs.
- 2.7 During the period of the job exchange, vice-principals are eligible to participate in a PAR Process in their own panel, and upon successful placement in a pool, would not be eligible to be placed as Principal until the conclusion of the exchange period.

- 2.8 The “Job Exchange” is considered a “learning opportunity” and as such, the vice-principal rate of pay would remain the same as the vice-principal’s rate of pay in their existing appointment prior to the exchange.
- 2.9 At the conclusion of the one (1) year exchange, a vice-principal would be eligible to apply to the Principal pool process of either panel.