

## Job Assignment

The initiating ministry/external agency identifies the job assignment, including the job description and performance objectives and expectations.

The duration of the initial assignment can range from one month to two years. An extension of the term is possible upon mutual agreement between the parties.

If the assignment is to an existing position with a current job description, a classification review is not required. If there are changes to an existing position or the job duties are new, a classification review is required.

## Advertising

If possible, secondment opportunities should be advertised in the on-line Careers Bulletin or circulated to Human Resource Service Teams to provide greater access to developmental opportunities.

## Selection

The initiating ministry/external agency is responsible for receiving applications and interviewing and selecting the most qualified candidate.

## Compensation

Once a candidate has been selected, the manager and the ministry's Human Resource Service Team should determine if any pay changes are required in accordance with the out-of-scope compensation policies and *The Public Service Act* and Regulations. A temporary reclassification is necessary for any assignment of three months or longer, while shorter term assignments are handled with temporary substitution (see PS 1201, section 10 of Compensation Policies for Out-of-Scope Employees).

Where a salary on an external secondment cannot be accommodated by the promotion formula available through a temporary reclassification, a request should be made for a Temporary Salary Supplement (see PS 1201, section 2 of Compensation Policies for Out-of-Scope Employees).

## Administrative Procedures

For internal secondments, the receiving agency prepares the letter of agreement to be signed by the permanent heads of both ministries involved and the employee. This letter should include the duration of the assignment, the classification level and pay rate, use of vacation leave, and performance objectives.

For external secondments from an external agency to a ministry, a signature / approval is also required from the Chair, Public Service Commission, prior to having the employee sign.

For internal secondments and external secondments from a ministry to an external agency, a signed copy of the secondment agreement is to be submitted to Compensation at the Public Service Commission.

*The permanent heads of both ministries (and in the case of external secondments from an external agency to a ministry, the Chair of the Public Service Commission) and the employee must mutually agree upon any changes to the original letter of agreement.*

*External agencies that agree to pay an employee's salary will also be responsible for paying benefits. In exceptional circumstances in which the Government of Saskatchewan is not being reimbursed for the employee's salary and benefits, a written explanation of the reasons must be provided to the Chair of the Public Service Commission prior to finalization of the secondment agreement. For example, employees may work for other external agencies in support of their ministry's mandate.*