

**Letter of Agreement
Between**

And

Re: Secondment (of employee)

1. This letter of agreement will confirm the secondment of (employee name) from the Ministry of X to the Ministry of Y to perform the duties of (position, division, classification level, salary.)
2. The term of this secondment will be from month/day/year to month/day/year, including applicable vacation leave.
3. During the term of this agreement (employee name) will continue to occupy his or her home position in (sending ministry) and to receive any and all benefits that accrue to him/her in that position.
4. The (sending ministry) will be responsible for payment of the salary of \$XXXX.00 per month. The (receiving ministry) will reimburse (sending ministry) for the full amount of salary plus all approved salary adjustments, from month/day/year/ to the expiry of this agreement. As well, (receiving ministry) will be responsible for other expenses for the duration of this agreement, including travel and any job - related training required.
5. By mutual agreement between the parties, the term of this agreement may be extended by providing a minimum of 30 days' notice in writing. The term may be shortened by mutual agreement between Ministry X and Ministry Y.
6. Subject to the provisions of *The Public Service Act, 1998*, respecting lay-offs and dismissals, it is agreed that (employee name) will return to his or her (position, classification level) in (sending ministry) on the expiry of the term of this secondment.
7. (Employee name) will be evaluated against measurable objectives within 30 days of the completion of the secondment

Permanent Head (sending ministry)

Date

Permanent Head (receiving ministry)

Date

Chair, Public Service Commission
(external secondments from an external agency
To a ministry, only)

Date

Employee

Date