Interchange Canada is an exchange program that provides employees of the core public administration and other organizations in private, public and not-for-profit sectors in Canada and internationally an opportunity to take temporary assignments in another sector. The program allows participants to develop professionally, while the home and host organizations benefit from new knowledge, skills and approaches and meeting business and human resources objectives as part of the integrated business and human resources plan.

It is also an effective measure for the mobility of people of diverse backgrounds, experiences and cultures, including those from diversity networks. This promotes representative and inclusive workplaces where individual differences are valued and considered as a source of strength.

All Interchange Canada Program Policy and Directive interpretation questions and inquiries should be sent to the Liaison Officer via the Interchange Canada Program generic mailbox.

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| **Form 1a – Initial Incoming or Special Outgoing Assignment****Form 1b – Extension of Incoming or Special Outgoing Assignment**Incoming: into ESDC Special Outgoing: from ESDC to the private, public or not-for-profit sectorsExtension: Initial Incoming or Special Outgoing being extended |

**Procedures** (Management and the HR Consultant work collaboratively to complete the various steps)

1. Complete the appropriate form
	* Form 1a Initial Incoming or Special Outgoing Assignment
	* Form 1b Extension of Initial Incoming or Special Outgoing Assignment
2. Draft the agreement by selecting the appropriate template on [SharePoint](https://dialogue/grp/BU6257513/SitePages/CWM-Interchange.aspx).
3. Human Resources will send draft agreement for review to:
	* Interchange Canada Program, along with the completed Form
	* Office of Values & Ethics by adding the Values & Ethics business center to the HRSC request

(Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process).

* + National Relocation Office, if relocation is involved
1. When Deputy Head’s (DH) approval is required (signature of the agreement), a briefing note and a business case must be prepared and signed by the appropriate Assistant Deputy Minister (ADM) of the client Branch.  Both documents and the draft agreement are then routed to the DH’s Office.
2. If DH’s approval is not necessary, determine who has the required sub-delegation level to sign the agreement as per [ESDC’s Table of HR Authorities](http://iservice.prv/eng/hr/staffing/managers_corner/delegation_and_accountability.shtml), and circulate to all parties for signature.
3. Send a copy of the signed agreement to:
	* Interchange Canada Program
	* National Relocation Office, if relocation is involved
	* Finances
4. Ensure that a follow-up reminder is scheduled at least three months prior to the end of the assignment

**FORM 1a- Initial Incoming or Special Outgoing Assignment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INCOMING** | **SPECIAL****OUTGOING** |  |
|  | **● Collect information****◊ Proof/copy required on staffing file****X Not required / Not Applicable** |
| **Eligibility**  |
| **COVID-19 Vaccination Requirement**Manager must confirm, following verification, that the participant attested to meeting the vaccination requirement set out in the [Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32694). Refer to the [Validation of Vaccination Requirement for Staffing Requests](https://iservice.prv/eng/hr/staffing/managers_corner/tools_templates/validation-vaccination-requirement-staffing-requests.shtml) page for details on how to validate this requirement  | ● | ● | Select a response |
| Manager confirms eligibility: (Directive 4.2.13 & 4.2.14.1) |  |  |  |
| Is the participant a minister’s office member? | ● | ● | Select a response |
| Does the participant have the skills and abilities to perform the duties of the assignment? | ● | ● | Select a response |
| **Participant Information** |
| [Validation of Security](http://iservice.prv/eng/hr/staffing/managers_corner/tools_templates/validation_requests.shtml)  | ◊ | X | Select a response |
| Salary: |  |  |   |
| Salary or income statement of participant | ● | ● | Select a response |
| Will the refund of salary and/or employer-paid benefits be for less than the full amount? (Policy B1.6 f) | ● | ● | Select a response |
| Will the salary refund exceeds 125% of the total compensation package associated with the group and level selected for the value of the work to be performed? (Policy B1.6 d) | ● | X | Select a response |
| Is the participant receiving a bilingualism bonus? | ● | ● | Select a response |
| Is the participant entitled to performance pay\*?\*Performance pay is not considered as part of the salary | ● | ● | Select a response |
| Values and Ethics:  |  |  |  |
| The following must be provided in the HRSC request for review by the Office of Values and Ethics :* Confirmation that the participant was not previously employed\* in a political office or by a political party within 12 months preceding the assignment (Policy B1.2)
* [Conflict of Interest Disclosure form](https://www.canada.ca/content/dam/esdc-edsc/documents/corporate/code-conduct/confidential-report-en.pdf) to obtain confirmation that there is no conflict\*\*

\* If so, DH must sign an attestation that the assignment if free from political influence\*\* Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process. | ◊ | ◊ | Select a response |
| Personal Corporation: |  |  |  |
| Is the participant employed and sponsored by a personal corporation?  | ● | X | Select a response |
| Participant must: (Directive 4.2.29)* Obtain private accident insurance, supplementary medical insurance and long-term disability insurance for the duration of the assignment, before the assignment starts (Directive 4.2.29.1)
 | ◊ | X | Select a response  |
| * Demonstrate that the sponsoring organization has registered with the Canada Revenue Agency to remit the Goods and Services Tax or the Harmonized Sales Tax, Canada Pension Plan or Quebec Pension Plan premiums, Employment Insurance premiums, and income taxes, as applicable (Directive 4.2.29.2)
 |
| * Provide their most recent statement of earnings (Directive 4.2.29.3)
 |
| International: |  |  |  |
| Is the assignment international?  | ● | ● | Select a response |
| Will the participant perform the work from outside of Canada? | ● | ● | Select a response |
| Will the participant waive any or all provisions of the [*National Joint Council’s Foreign Service Directives*](https://www.njc-cnm.gc.ca/directive/fsd-dse/en) (FSD) in accordance with FSD 3? (Policy B1.6 e) | X | ● | Select a response |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INCOMING** | **SPECIAL****OUTGOING** |  |
|  | **● Collect information****◊ Proof/Copy required on staffing file****X Not required / Not Applicable** |
| **Agreement Details** |
| Title of position or description of work to be performed  | ● | ● | English/ French |
| Start date | ● | ● | Click here to enter a date. |
| End date | ● | ● | Click here to enter a date. |
| Manager confirms: |  |  |  |
| What is the primary purpose of the assignment?  | ● | ● | Select a response |
|  |  |  |  |
| Has the participant been on an Interchange Canada assignment in the last two years? (Policy B2.2)  | ● | ● | Select a response |
| Has the participant been an employee of the sponsoring organization, including a personal corporation, for a period of at least six months prior to the commencement of the assignment? (Policy B1.6 b) | ● | ● | Select a response |
| Does the participant meet the language requirements for the duties they will be performing? (Policy B2.1) | ● | X | Select a response |
| Will the participant have supervisory duties? | ● | X | Select a response |
| Will the participant have financial and human resources responsibilities? | ● | X | Select a response |
| How often should leave be reported? | ● | ● | Select a response |
| Relocation: |  |  |  |
| Are there relocation implications? (Directive A.2.2.3 & A.2.2.4) | ● | ● | Select a response |
| If there are relocation implications, will the refund be for less than the full amount? (Policy B1.6 f) | ● | ● | Select a response |
| If it is an assignment of less than one year for executives, will relocation assistance be provided, despite section 1.4 of the [*National Joint Council’s Relocation Directive*](https://www.njc-cnm.gc.ca/directive/d6/en)? (Policy B1.6 g) | ● | ● | Select a response |
| **Home Organization Information** |
| Type of home organization | ● | X | Select a response |
| Organization name and location (city, province / territory) | ● | ● | English/French |
| Supervisor name, title and branch | ● | ● | English/French |
| Delegated signatory name, title, branch | ● | ● | English/French |
| Financial contact name, title, branch, address, phone number, email | ● | ● | English/French |
| **Host Organization Information** |
| Type of home organization | ● | X | Select a response |
| Organization name and location (city, province / territory) | ● | ● | English/French |
| Supervisor name, title and branch | ● | ● | English/French |
| Delegated signatory name, title, branch | ● | ● | English/French |
| Financial contact name, title, branch, address, phone number, email | ● | ● | English/French |
| **FINALIZATION OF FILE** |  |  |  |
| Copy of agreement signed by all parties | ◊ | ◊ | Select a response |
| Copy of Briefing Note, if applicable | ◊ | ◊ | Select a response |
| Copy of Business Case, if applicable | ◊ | ◊ | Select a response |
| Copy of Attestation – No political influence, if applicable | ◊ | ◊ | Select a response |

**FORM 1b- Extension of Incoming or Special Outgoing Assignment**

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| --- | --- | --- |
|  | **EXTENSION** |  |
|  | **● Collect information****◊ Proof required on the staffing file****X Not required / Not Applicable** |
| **Information** |
| Will the extension have the same terms and conditions stipulated in the original agreement? | ● | Select a response |
| Will the total duration of the agreement, including extension, be over three years? (Policy B1.6 a) | ● | Select a response |
| [Validation of Security](http://iservice.prv/eng/hr/staffing/managers_corner/tools_templates/validation_requests.shtml) | ◊ | Select a response |
| Values and Ethics: |  |  |
| The [Conflict of Interest Disclosure form](https://www.canada.ca/content/dam/esdc-edsc/documents/corporate/code-conduct/confidential-report-en.pdf) must be provided in the HRSC request for review by the Office of Values and Ethics to obtain confirmation that there is no conflict.\*\* Please allow a minimum of three business days in order to review requests. If there is a potential conflict of interest in the declaration, the delay in revision will be a minimum of two weeks due to the approval process. | ◊ | Select a response |
| New end date | ● | Click here to enter a date. |
| **FINALIZATION OF FILE** |
| Copy of agreement signed by all parties | ◊ |  |
| Copy of Briefing Note, if applicable | ◊ |  |
| Copy of Business Case, if applicable | ◊ |  |
| Copy of Attestation – No political influence, if applicable | ◊ |  |