

Sample Developmental Assignment – Letter of Understanding

This form is a sample of a developmental assignment letter of understanding and can be used as a guide when establishing a developmental assignment.

DEVELOPMENTAL ASSIGNMENT LETTER OF UNDERSTANDING

BETWEEN

(EMPLOYING DEPARTMENT)

AND

(EMPLOYEE)

1. The purpose of this document is to set forth the terms and conditions of an agreement pertaining to (employee's name) developmental assignment as (working title) within the (Branch) of the (Department).
2. The terms of the assignment shall commence on (date) and, subject to prior termination, shall continue to and expire on (date). The terms of this agreement may be extended to a date mutually agreed by the parties. Should it be necessary to amend this agreement or to terminate it earlier than planned all parties to this agreement must be consulted and notice of one (1) month received in writing by each party.
3. (employee's name) is currently classified as a (classification) and will continue to remain classified at that level and receive his/her current salary of (salary) per annum, less any withholdings and deductions required by law for the duration of the assignment or any extension thereto. All rights and benefits currently received by (employee's name) including eligibility for salary adjustments and merit pay for satisfactory or superior performance will be maintained and paid for by (the Home Organization).
4. Any traveling or training costs deemed necessary due to the assignment will be borne by _____.

5. The duties and responsibilities to be performed by (employee's name) are set out in Appendix A.

6. Because (employee's name) assignment is a developmental experience, (assignment supervisor's name) as the Assignment Supervisor has a commitment to (employee's name) to ensure that his/her developmental needs are satisfied by the assignment. The Assignment Supervisor agrees to:
 - establish with (employee's name) goals and expectations for the assignment period prior to the assignment commencement date;
 - give general direction to (the employee's name) to achieve specific job objectives and personal development goals; and
 - review with (the employee's name) his/her progress on an as required basis and complete at the end of the assignment a formal performance assessment based on the assignment objectives. A copy of the evaluation shall be provided for (employee's name) record.

As the Employee on assignment, (employee's name) agrees to:

- establish, in addition to the job objectives, personal developmental goals to be attained during the course of the assignment;
 - maintain a consistently fully satisfactory level of performance; and
 - participate in progress reviews and the formal performance assessment to be completed at the end of the assignment.
7. It is agreed that the goals and expectations of the assignment in terms of job results, learning expectations and personal developmental goals to be attained will be established in writing prior to the assignment commencement date. It is further agreed that the goals and expectations will be forward to (employee's name) Human Resources Office and subsequently form part of the Letter of Understanding.

8. It is agreed that on conclusion of the assignment, (employee's name) will return to his/her former position with (Branch/Section) area of the (Department).

The terms and conditions of this Letter of Understanding are acceptable to all parties as indicated by the signatures below.

SIGNATURE
(Employee)

DATE

SIGNATURE
(Receiving Manager or Director)

DATE

SIGNATURE
(Consenting Manager or Director)

DATE

SIGNATURE

DATE