

Background

It is recognized that there may be occasions when employees may be requested to provide leadership and/or educational services to various organizations. Consideration shall be given to ensure that the provision of such services will not negatively impact system programs or levels of service, or result in financial costs to the Division.

Procedures

1. Requests for an employee to provide service to an outside agency shall be made to the employee's Supervisor.
2. When reviewing requests for an employee to provide service to an outside agency, the Supervisor, will consider the Division, school, student and program needs. The Supervisor will inform the Assistant Superintendent of Human Resources of approved requests.
3. All requests will include the name of the employee, the date(s), the purpose, and the requesting authority's commitment to reimburse appropriate expenditures.
4. Permission to provide service to another school division, provincial government department or outside agency is required prior to entering into a contract or agreement for service, and before the employee makes any arrangements for service.
5. The Superintendent may reassess the request and reverse or revise the decision made by the supervisor and Assistant Superintendent of Human Resources.
6. Copies of the approval shall be submitted to Human Resources for further processing.
7. Expenses of the employee providing service are the responsibility of the employee and the requesting authority. Any expenses incurred (e.g.) mileage, meals, and room expenses, will be reimbursed directly to the employee by the requesting authority. At no time will the Division incur the cost for such expenses.
8. The requesting authority is responsible for paying all additional related costs, such as photocopying and materials, as negotiated between the requesting authority and employee.