



Administrative Procedure 416

REQUEST FOR STAFF TO ACT AS RESOURCE PERSONNEL OR CONSULTANTS FOR OUT-OF-DIVISION ACTIVITIES

Background

The Division may release staff members for limited periods of time for the purpose of acting as resource personnel or consultants for out-of-Division activities of an educational nature and relating to their areas of expertise.

Procedures

1. The outside group forwards the request, in writing, to the Superintendent, Human Resource Services.
2. The immediate supervisor of the individual whose services are being requested will be contacted regarding approval.
3. The Superintendent, Human Resource Services will formalize the process with a letter to the outside group with copies to the individual and the supervisor.
4. If authorization is granted, details of Division charges will be forwarded to the outside group according to established practice as detailed in clause 7.2.
5. The outside group will be responsible for all expenses. Arrangements shall be made directly with the individual concerned.
6. Any individuals who do not follow the above procedure and accept requests during the regular workweek will be considered to be absent from their duties without authorization.
7. The following parameters are to be followed with respect to release of staff members:
 - 7.1 Time Away: A maximum of 2 days per month with a maximum of 6 days per year, or at the discretion of the Superintendent, Human Resource Services.
 - 7.2 Day Rate:
 - 7.2.1 Consultants - Provincial departments and other school Divisions - 1/200 of an average salary plus costs incurred in travel and accommodation.
 - 7.2.2 Teachers - cost of substitute plus costs incurred in travel and accommodation.
 - 7.2.3 Companies and fee for service organizations - \$500.00 per day plus costs incurred in travel and accommodation.
 - 7.2.4 For non-profit organizations who demonstrate need, there would be no cost.
 - 7.3 Billing: Done by Financial Services



7.4 Fees Collected:

7.4.1 Costs incurred to prepare and attend the session would be returned to sending Department or Site.

7.4.2 Additional fees collected would be returned to Chief Superintendent's Contingency Fund.

7.5 Reporting:

7.5.1 Absence to be reported to the Absence Management System.

7.5.2 Staff who serve outside the scope of their normal role will report the outcomes of their work to their line officer. This will allow the supervisor to include this in their annual report or to alert public relations about a "good news" story.

7.6 Authorization:

7.6.1 Absence from site is to be granted by the Superintendent responsible.

7.6.2 Absence from the Division is to be granted by the Superintendent, Human Resource Services.

7.7 Review:

7.7.1 The parameters in this Administrative Procedure will be reviewed annually.

Adopted: April 3, 2000

Reviewed/Revised: June 12, 2002, June 1, 2005, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 204, 220, 225
Employment Standards Code
Labour Relations Act
Collective Agreements