

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Consultative Services of Staff

Policy Type: Employees

Number: 3010

Date Approved: November 28, 2005

Legal Reference:

The Board of Education recognizes the importance of professional development, and empowers the Director of Education or designate to grant permission for staff to provide consultative services to other organizations upon request.

Guidelines:

1. The decision to provide services to other organizations requires the support of the staff member.
2. Staff may be granted up to ten (10) days leave per school year for consultative services to other organizations under the following conditions:
 - a) Staff may be seconded by Ministry of Education for consultative services with salary and expenses paid by Ministry of Education
 - b) Staff may provide consultative services to “for profit” organizations with salary and expenses paid by the organization receiving the service.
 - c) Staff may provide consultative services to “non profit” organizations with expenses and salary or a charge equivalent to the cost of a substitute teacher paid by the organization receiving the service.
 - d) Any arrangements deemed reasonable by the Director of Education.

Saskatchewan Rivers School Division No. 119

Policy Name: Consultative Services of Staff
Number: 3010

ADMINISTRATIVE PROCEDURES

1. Requests for release of staff to provide consultative services will be forwarded in writing by the requesting organization to the Director of Education.
2. The Director or designate will outline the terms of release to the requesting organization, those being:
 - a) remuneration to the school division of:
 - i) secretarial assistance, materials, and staff member's daily salary or a charge equivalent to the cost of a substitute teacher; or
 - ii) other mutual arrangements as agreed upon.
 - b) remuneration to the staff member of expenses for travel, meals and accommodation as negotiated between the staff member and the contracting organization.
 - c) the staff member, as recognition for preparation time, may accept an honorarium for service from the contracting organization.
 - *Typically, other school divisions will be charged for the full salary and expenses of staff. When staff are utilized by organizations such as Ministry of Education, the Saskatchewan School Boards Association, or the Saskatchewan Teachers' Federation to do work that will benefit others as well as our division, expenses and a charge equivalent to the cost of a substitute teacher will be billed.*
3. A leave request form must be endorsed by the Director or designate.
4. Upon completion of the consultative services, an outline of charges will be forwarded by the Director of Education to the contracting agency. Remuneration shall be directed separately to the school division and to the professional staff member as appropriate.
5. Supervisors may approve staff to provide consultative services of one half day or less to local organizations (within Saskatchewan Rivers School Division) at no charge.