Administrative Procedure 435

CONSULTATIVE SERVICES PROVIDED BY STAFF

Background

The Division recognizes the importance of professional development and may grant permission for staff to provide consultative services to other organizations upon request.

Procedures

1. The decision to provide services to other organizations requires the support of the staff member.

2. Staff may be granted up to five (5) days leave per school year for consultative services to other organizations under the following conditions:
   - 2.1 Staff may be seconded by Ministry of Education for consultative services with salary and expenses paid by Ministry of Education
   - 2.2 Staff may provide consultative services to “for profit” organizations with salary and expenses paid by the organization receiving the service.
   - 2.3 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.
   - 2.4 In exceptional circumstances the Superintendent responsible for human resources may make other arrangements deemed reasonable after consultation with the Director.

3. Requests for release of staff to provide consultative services will be forwarded in writing by the requesting organization to the Superintendent responsible for human resources.

4. The superintendents responsible for human resources will outline the terms of release to the requesting organization, those being:
   - 4.1 Remuneration to the school division of:
     - 4.1.1 Secretarial assistance, materials, and staff member's daily salary or a charge equivalent to the cost of a substitute teacher; or
     - 4.1.2 Other mutual arrangements as agreed upon.
   - 4.2 Remuneration to the staff member of expenses for travel, meals and accommodation as negotiated between the staff member and the contracting organization.
   - 4.3 The staff member, as recognition for preparation time, may accept an honorarium for service from the contracting organization.
     - 4.3.1 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.

5. A leave request form must be endorsed by the superintendent responsible for human resources.

6. Upon completion of the consultative services, an outline of charges will be forwarded by the superintendent responsible for human resources to the contracting agency. Remuneration shall be directed separately to the school division and to the professional staff member as appropriate.

7. Supervisors may approve staff to provide consultative services of one half day or less to local organizations (within Saskatchewan Rivers Public School Division) at no charge.

Reference: Section109, *The Education Act, 1995*

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