



## **405.14 Employee Consulting Activities & Services to Other Agencies**

### **Policy**

The Superintendent or designate may approve the release, for specific periods of time and at no cost to the Board, of employees who are requested to act as speakers or consultants for outside agencies or to teach courses at a post secondary institution or in some other way render service to another agency.

### **Regulations**

1. Requests by other agencies for services of Division employees may be granted provided:
  - 1.1. the employee is prepared to render the service;
  - 1.2. the Division can make other arrangements to meet its needs during the employee's absence;
  - 1.3. the agency accepts responsibility to reimburse the Division for the costs of the substitute, whether or not one is required, if requested by the Division.
2. Short-Term Service:
  - 2.1. For short-term service, a small honorarium may be accepted by the employee, provided the work done in preparation for the activity is done outside the employee's normal workday.
  - 2.2. Normally not more than 10 days in any school year may be used by an employee to render service to other agencies.
  - 2.3. If a substitute is required during the employee's absence, it is the employee's responsibility to make the necessary arrangements.
3. Regular and/or Long Term Service:
  - 3.1. When there is a long term commitment of all or a portion of an employee's work day to another agency, the Division shall be reimbursed for the employee's salary and benefits.



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- 4. Full-Time Secondment:
  - 4.1. When an employee is seconded, the Board shall enter into a contract with the other agency.
- 5. Supervision of Practicum Students:
  - 5.1. Employees may accept compensation for supervision of practicum students in accordance with a written agreement between the Division and the educational institution.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

**References**

Alberta School	60
Act: Division	404.5 Secondments and Exchanges
Policies: Other:	ATA Collective Agreement