

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 employees for consideration of release will be directed to the Human Resource department.
2. Approval will consider but is not limited to, the following:
 - 2.1. The Division can meet operational needs during the employee's absence;
 - 2.2. The Division does not incur costs.
3. 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.
4. If the employee is receiving compensation from an external source for work during regularly scheduled hours with Lethbridge School Division, the employee is required to disclose this as part of the approval process.

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

References

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| Alberta Education Act: | 196 |
| Other: | ATA Collective Agreement, CUPE 2843 and CUPE 290 Collective Agreements |