

Requests for Staff to Act as Resource Personnel or Consultants for Out-of- District Activities



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 208.2

The Edmonton Catholic Separate School District No. 7 may release staff members for limited periods of time for the purpose of acting as resource personnel or consultants for out-of-district activities of an educational nature and relating to their areas of expertise. The following provisions apply:

1. The outside group forwards the request, in writing, to assistant superintendent of Human Resource Services.
2. The immediate supervisor of the individual whose services are being requested will be contacted regarding approval.
3. Human Resource Services will formalize the process with a letter to the outside group and copies to the individual and the supervisor.
4. If authorization is granted, details of district charges will be forwarded to the outside group according to established practice as detailed in 7b.
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 accepts 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:
 - Time Away: A maximum of 2 days per month with a maximum of 6 days per year, or at the discretion of the Assistant Superintendent of Human Resource Services.
 - a. Day Rate:
 - i. Consultants - Provincial departments and other schools districts - 1/200 of an average salary plus costs incurred in travel and accommodation.
 - ii. Teachers - cost of substitute plus costs incurred in travel and accommodation.
 - iii. Companies and fee for service organizations - \$500.00 per day plus costs incurred in travel and accommodation.
 - iv. For non-profit organizations who demonstrate need, there would be no cost.
 - b. Billing: Done by Financial Services
 - c. Fees Collected:
 - i. Costs incurred to prepare and attend the session would be returned to sending Department or Site.
 - ii. Additional fees collected would be returned to Superintendent's Council Contingency Fund.
 - d. Reporting:
 - i. Absence to be reported to AESOP.
 - ii. 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.




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- e. Authorization:
- i. Absence from site is to be granted by Assistant Superintendent responsible.
 - ii. Absence from District is to be granted by Human Resources.
- f. Review: The parameters in this regulation will be reviewed annually.

Reference: School Act Section 111(1.e)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 203	Date(s) Revised: June 12, 2002; June 1, 2005