

Administrative Procedure 415

LOAN OF STAFF TO OTHER ORGANIZATIONS

Background

The Director may grant permission for staff to conduct professional development workshops/seminars for other Divisions and other educational agencies upon request.

Procedures

1. Staff may be granted up to five (5) days leave per school year for consultative services to outside Divisions and other educational agencies with salary and expenses paid by the contracting agency.
2. Staff may, upon request from the Ministry of Education, be released for up to ten (10) days per school year for consultative services for curriculum implementation projects with salary and expenses paid by the Ministry of Education.
3. The decision to undertake in-service requests from outside Divisions and other education agencies rests with the Principal, in consultation with the staff member.
4. Requests for release of staff to conduct professional development workshops/seminars shall be forwarded in writing by the requesting agency to the Director, through the Principal and Superintendents of Education.
5. The Director, through the Principal, will outline the terms of release to the requesting agency being:
 - 5.1 Remuneration to the Division for:
 - 5.1.1 Staff member's daily salary and costs of secretarial assistance and materials used; or
 - 5.1.2 Other mutual arrangements as agreed upon.
 - 5.2 Remuneration to the staff member for:
 - 5.2.1 Expenses for travel, meals and accommodation, where applicable, to be negotiated between the staff member and the contracting agency.
 - 5.2.2 An honorarium for service may be accepted from the contracting agency by the staff member for consultative service as recognition for the workshop preparation time.
 - 5.3 Upon completion of the workshop/seminar where expenses have been incurred, an outline of these expenses will be forwarded by the Director, through the Principal, to the contracting agency. Remuneration shall be requested to be directed separately to reflect the costs owed the Division and to the professional staff member for travel and other personal expenses incurred.