

Administrative Procedure 427

EMPLOYEE SERVICES TO OTHER AGENCIES

Background

There may be occasions when school-based staff is requested to provide educational services to other school jurisdictions and organizations, or Alberta Education.

Procedures

1. The first priority must always be the maintenance of a quality learning environment for Division students.
2. Requests for staff to provide service to organizations outside the Division will be submitted to the Associate Superintendent, Human Resources and Administration.
3. When participation will result in the staff member to be absent during a day when school is in operation, permission will require consultation with the Principal.
4. The Division will be reimbursed one-two-hundredth (1/200) of the staff member's salary for each school day absent.
5. Any additional expenses required for participation by the staff member will be the responsibility of the requesting authority.
6. Fees may be waived by the Associate Superintendent, Human Resources and Administration.

Reference: Section 18, 20, 60, 61, 113 School Act
Employment Standards Code
Labour Relations Act
Collective Agreement