

STAFF MEMBERS: SPEAKERS AND CONSULTANTS

Background

The Division is committed to provision of professional leadership beyond its jurisdiction through release of staff members for these purposes as approved by the Director or designate.

Procedures

1. Subject to the approval of the immediate supervisor staff members may request, through the Director or designate, permission to attend seminars, institutes, conventions, conferences and other similar educational activities as speakers or consultants.
2. Subject to the approval of the Director or designate, staff members may participate as speakers or consultants in seminars, institutes, conventions, conferences and other similar educational activities.
3. Whenever staff is released to provide such a service, the Division shall normally be reimbursed as follows:
 - 3.1 Reimbursement at the rate of current total substitute cost plus travel, meal, and accommodation costs as incurred.
 - 3.2 Furthermore, any other arrangements or conditions related to the staff member's request shall be determined before approval is granted.
4. The Superintendent of Business Administration shall request reimbursement to the Division.

Reference: Section 87, 109, 110 Education Act

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