

It is recognized that there may be occasions when school-based staff or other staff may be requested to provide leadership and/or educational services to other school jurisdictions, the Alberta Teachers' Association, Alberta Education, the Edmonton Regional Learning Consortium, and other organizations. Provision of such services will not negatively impact system programs or levels of service, or result in financial costs to the Division.

Guidelines:

1. The first priority must always be to students. The effect of the temporary absence of the employee on the education program for students will be fully considered.
2. Request process for other school jurisdictions, the Alberta Teachers Association, Alberta Education, and the Edmonton Regional Learning Consortium:
 - 2.1 All requests will include the name of the employee, date(s), purpose, and requesting authority's commitment to reimburse appropriate expenditures.
 - 2.2 Requests for staff to provide service shall be submitted to the employee's Supervisor as soon as possible and the Supervisor has the authority to approve or deny the request.
 - 2.3 The Supervisor will advise the employee of his/her decision via email and copy the Superintendent or designate.
 - 2.4 The Superintendent or designate may reassess the request and reverse or revise the Supervisor's decision.
 - 2.5 The service request shall not be accepted by the employee, nor provided, in advance of approval being granted.
3. Request process for other organizations:
 - 3.1 All requests will include the name of the employee, date(s), purpose, and the requesting authority's commitment to reimburse appropriate expenditures.
 - 3.2 Requests for staff to provide service shall be submitted to the employee's Supervisor as soon as possible and the Supervisor has the authority to recommend or deny the request.
 - 3.3 The Supervisor may recommend approval of the request to the Superintendent or designate.
 - 3.4 The Superintendent or designate shall approve or deny the request.
 - 3.5 The service request shall not be accepted by the employee, nor provided, in advance of approval being granted.
4. Expenses of the employee providing service are the responsibility of the employee and the requesting authority. Any mileage, meals, and room expenses incurred will be reimbursed directly to the employee by the requesting authority.
5. The requesting authority is responsible for paying all additional related costs, such as photocopying and materials, as negotiated between the requesting authority and employee.

Remuneration for Service:

Other School Jurisdictions

If a reciprocal agreement is in place, Pembina Hills will be reimbursed the substitute teacher cost for each operational day of absence, regardless if a substitute is required. If no reciprocal agreement is in place, Pembina Hills will be reimbursed at 1/200th for each operational day of absence.

Alberta Teachers' Association:

Pembina Hills will be reimbursed the substitute teacher cost for each operational day of absence, regardless if a substitute is required.

Alberta Education:

Alberta Education may request teacher participation to mark and confirm standards of standardized assessments, contribute to program reviews and development and to participate on curriculum committees. Pembina Hills will be reimbursed according to the schedules provided by Alberta Education for the various 'events' for which they request teacher participation.

Edmonton Regional Learning Consortium:

Pembina Hills will be reimbursed the substitute teacher cost for each operational day of absence, regardless if a substitute is required.

Other Organizations:

Pembina Hills will be reimbursed at 1/200th for each operational day of absence.