

<b>JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD</b>
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<b>ADMINISTRATIVE PROCEDURE HUMAN RESOURCES: NO. 495</b>	
Effective	August 21, 2019
Last Revised	August 15, 2023

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## STAFF ASSISTANCE TO OTHER BOARDS AND ORGANIZATIONS

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### PURPOSE

This administrative procedure has been developed by system administrators of the James Bay Lowlands Secondary School Board to support Board Governance Policy GOV-26 Shared Services.

This administrative procedure supports partnerships and agreements with district school boards and community agencies that are designed to:

- a) assist those organizations;
- b) provide professional development opportunities for the Board's staff; and
- c) enhance the learning opportunities provided to students and/or the effective management of the Board.

### PROCEDURES

1. The James Bay Lowlands Secondary School Board welcomes the opportunity to assist school boards and organizations through the sharing of information concerning programs, professional development, experimental practices, new organizational patterns, innovative policies or projects, leadership techniques, special student provision, management problems, and budget and finance.
2. The Board further acknowledges that the loan of its staff members as resource personnel to make presentations, conduct workshops, demonstrate/participate in conferences, or to serve in a consultative capacity, is an effective means through which such assistance can be provided.
3. The Board also recognizes that by assisting others, it can improve its own jurisdiction since such varied experiences serve to increase staff competency and professional growth while fostering good public relations.
4. The Board therefore endorses the principle of its staff members providing assistance to other Boards and organizations.

## 5. Necessary Approvals

- 5.1. Prior to accepting an engagement which in any way (including travel) involves regular working hours, a member of the staff must obtain approval from the appropriate supervisor:
- a) Teaching staff: the supervisory officer;
  - b) Non-teaching staff: the finance and human resources administrator;
  - c) Finance and human resources administrator: the Board;
  - d) Supervisory Officer: the Board.
- 5.2. Approval to accept an engagement will be granted if the commitment does not in any way adversely affect the duties of the staff member or his or her effectiveness with the Board.
- 5.3. Commitments which are confined **exclusively** to the staff member's personal time can be accepted by the staff member without the approval of the supervisor named in subsection 5.1 above. However, staff members are requested to keep the Board informed of such activities by notifying their appropriate supervisor.
- 5.4. All expenses incurred by the staff members in the provision of service will be the responsibility of the Board or organization requesting the service or by the staff members themselves.
- 5.5. No such expenses will be paid by the James Bay Lowlands Secondary School Board unless, in the view of the appropriate supervisor, extenuating circumstances prevail.
- 5.6. Staff members accepting an engagement may use a reasonable portion of their working hours for preparation insofar as it does not unduly interfere with their regular duties.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 169.1 Duties and Powers of Boards: Ensure effective stewardship of the board's resources*

*Education Act, Section 286 Duties of Supervisory Officers: Assist teachers; supervise business*

### **Board:**

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-26 Shared Services