POLICY:	ASSISTANCE TO OTHERS			#	806
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APPROVAL/REVISION DATE:	September 1, 2022	EFFECTIVE DATE:	September 2, 2022	REVIEW DATE:	September 2027
CROSS REFERENCE:					

A. POLICY

1. The Thunder Bay Catholic District School Board welcomes the opportunity to assist School Boards and organizations through the sharing of information concerning programmes, professional development, experimental practices, new organizational patterns, innovative policies or projects, leadership techniques, special pupil provision, management problems, budget and finance.

2. The Board further acknowledges that the loan of its employees 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 employees providing assistance to other Boards and organizations.

B. GUIDELINES

1. Prior to accepting an engagement which in any way (including travel) involves regular working hours, an employee must obtain approval from his/her Supervisory Officer.

2. Approval to accept an engagement will be granted by the Supervisory Officer if, in his or her opinion, the commitment does not in any way adversely affect the employee's duties or effectiveness with the Board.

3. Commitments which are confined **exclusively** to the employee's personal time can be accepted by the employee without the approval of the Supervisory Officer. However, employees are requested to keep the Board informed of such activities by notifying their Supervisory Officer.

4. All expenses incurred by the employees in the provision of service will be the responsibility of the board or organization requesting the service, or the employees themselves. No expenses will be paid by this Board unless, in the view of the Supervisory Officer, extenuating circumstances prevail.

5. Employees accepting an engagement may utilize a reasonable portion of their working hours for preparation in so far as it does not unduly interfere with their regular duties.