

*Adopted: May 20, 1996*  
*Revised: June 4, 2012*  
*Last Reviewed: March 14, 2017*

*District 77 Policy 438*

## **438 CONSULTING**

### **I. PURPOSE**

The purpose of this policy is to set forth the terms and conditions under which certain District 77 employees will be granted leave to serve as consultants to other organizations.

### **II. GENERAL STATEMENT OF POLICY**

The following guidelines are to be followed as various school personnel make requests to be excused from duty to serve as consultants to other organizations.

District 77 faculty members may accept invitations to other districts or organizations for consultant work under the following guidelines:

1. The Director of Human Resources will act on all individual requests, including determination of the advisability of granting the request and the number of District absences allowed per year. If approved, the employee must use personal leave, vacation days or unpaid leave days.
2. The District may, in its discretion, determine that the consulting assignment has a direct benefit to District 77 and may allow a limited amount of professional leave with no loss in pay.
3. Salaries for substitutes and other expenses, including travel, lodging, and meals, are not to be the obligation of District 77.
4. Due to extra preparation and expenses required for consulting services, any honorariums provided to consultants are to be considered the property of the recipient.