

CONSULTING (by staff members)

A. Purpose and Scope

To provide guidance and direction for District personnel who serve as consultants to other educational agencies.

B. General

The Board recognizes the benefits which may accrue to the District and staff members who serve as consultants to other educational agencies.

C. Forms Used and Additional References

None

D. Procedure

In order to assure that consulting services do not interfere with the employees' responsibility to the District, the following procedures shall be followed:

1. Employees of the District, when officially representing the District, shall not receive compensation other than for expenses not otherwise reimbursed, for service to another agency.
2. Compensation to the District shall be made when District staff members provide consulting services to other agencies as part of their District assignment. Such compensation may be monetary or reciprocal services. Compensation levels shall be determined by the superintendent or his/her designee.
3. All requests for consulting must be approved by the superintendent or his/her designee.
4. No individual shall engage in consulting activities as an official representative of the District in excess of three days per academic year, without prior approval of the Board.

CONSULTING (by staff members) (continued)

5. An employee serving as a consultant on a private basis not officially authorized by the superintendent, shall in no way indicate that he/she is a representative of the District. Such private consulting shall be conducted outside of the normal work day.

E. Reports Required

None

F. Record Retention

Personnel file if applicable

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

EL BD: 7/6/82