

4030 CONSULTANT SERVICES PERFORMED BY EMPLOYEES

Both the School District and the employee benefit when another school system, governmental unit, or other organization request that an employee of the School District be engaged as a paid consultant. Requests by staff members for professional leave to serve as consultants should generally be approved as long as the absence from the School District is reasonable.

A staff member who performs consultant service which is related to his/her educational expertise and/or job responsibility shall not accept an honorarium for such service, if said service is performed while on approved (paid) professional leave from the School District. An honorarium or pay may be accepted for such service if:

1. The employee performs such service while on vacation or unpaid leave.
2. The time required to perform the consultant service causes the employee to work a longer than normal work day. In this case, he/she may retain a dollar amount not to exceed one-third of the employee's daily rate of pay. The amount of honorarium in excess of one-third of one's daily rate of pay shall be deposited with the School District.

In all other cases, any honorarium or pay for consultant services shall be deposited with the School District. Such receipts may be utilized to promote the School District's program with which the employee is most directly involved.

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