



AP 412 – STAFF MEMBERS: LOANS OF SERVICE

BACKGROUND

Saskatoon Public Schools is committed to provision of professional leadership beyond its jurisdiction through release of staff members to work with other school divisions and external agencies. The following procedures are to be followed when another division or agency requests leadership from a staff member for a period of up to five days.

Note: Administrative Procedure 411: Employees on Loan covers long term secondment of Saskatoon Public Schools division staff.

PROCEDURES

1. Requests from groups outside the division for leadership from a staff member must be made in writing at least 14 days prior to the date of the loan of service. Written requests for loan of service must be sent to the Superintendent of Education responsible for Staff Development and must include:
 - 1.1. Name and address of the requesting organization
 - 1.1.1. Including the name and contact information for the individual sending the request.
 - 1.2. Name of the staff member
 - 1.3. Leadership requested
 - 1.4. Date and time requested
 - 1.5. Agreement to assume costs of the loan of service
2. Requests for loan of service are reviewed by the Superintendent of Education responsible for Staff Development.
3. Billing for approved loans of service is done through the accounting department.
4. The Division shall normally be reimbursed for loans of service as follows: For all other external agencies, reimbursement will be at the rate of teacher cost recovery equal to the daily teacher salary at Class 5, Step 11 plus an administrative fee.
5. Leaves granted under this procedure and leaves without salary granted under Administrative Procedure 408: Leaves of Absence shall not exceed five (5) days per school year.
6. Loan of service procedures do not apply when a staff member applies to lead with an external agency (e.g., present at conference). This would be covered by professional development funds if approved. See PD guidelines for procedures.

Reference: Section 87(n), Education Act
Administrative Procedure 408

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