

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>COMPENSATION OF STAFF FOR CONDUCTING PROFESSIONAL DEVELOPMENT PRESENTATIONS</b>	<b>GCIF-1</b>

### I. POLICY

The Louis Riel School Division believes that the sharing of skills and expertise among colleagues, within and external to the Division, is an important attribute of a professional learning community.

The Division also believes that the primary responsibility of its employees is to support the Division's students, schools, and workplaces and that employees' absences from regular duties to present to colleagues must:

- Prioritize the responsibilities of their assignments
- Occur free of conflicts of interest (consult [Policy GBEA](#) – Staff Ethics: Conflicts of Interest)

### II. GUIDELINES

- The time that a divisional employee may be absent from their school or workplace to conduct Professional Development presentations is limited to five working days annually, unless the Superintendent of Schools or designate authorizes additional time.
- Employees who present to colleagues within the Division may receive a gift to a maximum value of fifty dollars from the appropriate school or workplace. To remain non-taxable, gifts cannot include gift cards, gift certificates or any other cash-facsimile gift.
- The school, the school division or the external organization that has requested a divisional employee to provide a Professional Development presentation shall reimburse any substitute costs incurred, including the preparation time required for the event.
- Divisional employees shall not receive approval for absences to conduct Professional Development presentations external to the Division, if such absences are to occur on divisional Professional Development days.
- Absences from school-based Professional Development days shall occur only with the approval of the building Principal.

### III. PROCEDURES

- Before completing the [Human Resources leave form](#), employees shall discuss with their immediate supervisors all requests for absences due to any professional development presentations they wish to undertake.
- The Superintendent of Schools (or designate) shall have the definitive authority regarding the approval of such requests.
- Employees shall advise organizations to which they present of this divisional policy.

<b>Adopted:</b>	February 20, 2007	<b>Legal References:</b>
<b>Revised:</b>	February 5, 2019	