WORK, WORKSHOP AND CONSULTATIVE ACTIVITIES
BY PROFESSIONAL STAFF MEMBERS

The school board considers teaching and/or administrative duties to be full time employment. However, an experienced staff member in good health may, with the opportunity, seek outside employment. Such employment is acceptable providing it does not interfere with the satisfactory performance of all assigned and agreed upon duties; has not adverse effect upon the employment status or professional standing; and does not compromise or embarrass the school system.

Professional employees may find the presentation of workshops or consultative work a worthy experience and an opportunity for professional growth. The following criteria shall apply:

1. Such activities may be for pay, but must be scheduled and occur outside the assigned hours of work unless waived in writing by the Superintendent of Schools.

2. The Superintendent of Schools shall not authorize so-called double-dipping. That is, when individuals are scheduled for work for pay in the school district, they shall not be granted permission to accept an honorarium or fee for presentations of any sort.

3. Local in-service programs may be presented for an agreed upon fee providing school time is not used for preparation or presentation and these procedures are followed:
   a. Obtain and complete a Request for Workshop form and submit the completed form to the Superintendent of Schools or send the same request to the district Staff Development Committee.
      1) The Superintendent of Schools may or may not approve the request to present an in-service program and negotiate a fee for services providing the funds are available.
      2) The Staff Development Committee may or may not approve a request to present an in-service program and negotiate a fee for services providing funds assigned to the committee are available. They will also establish the number of staff development hours that are to be granted upon successful completion of the in-service activity.
         The presenter shall not be granted staff development credits for the presentation or the effort to prepare the presentation.
   b. Notice of the decision will be sent to the individual stating any and all conditions that make the proposal acceptable.

4. When materials prepared by the Salem School District are used in a presentation, credit must be given to the Salem School District.

5. The Superintendent of Schools shall prepare regulations to implement this policy.
GUIDELINES FOR IN-SERVICE PRESENTATIONS BY PROFESSIONAL STAFF MEMBERS

The Salem School District recognizes that there are staff members who, by virtue of training and experience, are capable of sharing their expertise with colleagues through in-service presentations. The guidelines set forth below will be utilized by the Superintendent or designee in determining a fair rate of compensation for such in-service activities.

1. A basic hourly rate shall be established annually by the Superintendent; for 1986-87, this rate will be $20.

2. Actual workshop time will be compensated at this hourly rate.

3. Non-school preparation time, not to exceed twice the actual length of the workshop, will also be considered for compensation for the first presentation during any given school year.

4. For a repeat presentation(s) during any given school year, non-school preparation time not to exceed one half of the presentation time will be considered for compensation.

5. Only one repeat presentation will be considered during the same school year unless, in the opinion of the Superintendent, unusual circumstances warrant additional presentations.

6. Administrators and staff members whose job descriptions include staff training responsibilities are ineligible to receive compensation unless their presentations are conducted evenings, weekends, or during their vacation time.

7. Providing work time is not utilized, administrators and staff members whose job descriptions include staff training responsibilities are eligible to receive compensation for preparation time as outlined in guidelines #3 and #4 above.

8. Compensation in excess of the basic hourly rate may be considered by the Superintendent or designee under the following circumstances:
   a. Presenter’s advanced or highly specialized training
   b. Unique topic or concept;
   c. Comparability with fees for outside presenters conducting the same workshop; and
   d. Anticipated quality of presentation to be as good or better than that of an outside presenter.

The above guidelines will be utilized in the event that agreement has been reached to retain the services of a staff member for an in-service presentation. They do not, however, imply any obligation on the part of the district to retain a staff member’s services for in-service training. Such decisions are made solely in conformance with Salem School District policy GCR.