

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **GBC-AR(2)**  
Adopted: 1/20/93  
Readopted: 3/12/01  
Orig. Code(s): AR 1740

## **Guidelines for Staff Regarding Pay and Expenses for Consulting and Similar Services**

The district wishes to encourage staff members to engage in activities outside of the district which increase and improve their professional skills. This includes such activities as serving as consultants or presenters in other districts or serving as adjudicators in their area of expertise. However, the district also recognizes the importance of maintaining high ethical standards in the district and the importance of strict observance of the laws of the state in regard to professional ethics. Therefore, the following policies apply to compensation for staff members for consulting and other such services.

Staff members of the district may not receive a salary or stipend from the district and an outside agency for the same work time.

District staff members have two options when engaged in professional activities outside the district that provide compensation:

1. Staff members can take a non-contract/vacation day, a personal leave day or an unpaid leave day from the district and accept compensation from the outside agency;
2. When the activity is beneficial for this district and professional leave is approved for this activity, staff members can accept the district salary and either donate their time to the outside agency or ask the agency to write the check to the district.

Approval of an appropriate leave request by their immediate supervisor is required in either of these options.

These provisions do not apply to activities performed after the workday in the district, on the weekend or on a non-contract day in the district. Also, this does not apply to expense reimbursement for travel, meals, lodging or other incidental expenses incurred by a staff member for outside consulting or related professional services.

If district staff members have questions about the provision of the state ethics code, they are encouraged to call the Oregon State Ethics Commission at 503-378-5105.