

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: February 22, 2024</b>
<b>Board Policy: GCRC</b> <b>Page 1 of 1</b>	<b>Next Review: February 22, 2027</b>

## **STAFF CONSULTING ACTIVITIES**

The Lake Forest Board of Education believes that the involvement of certified staff in consulting work with other agencies or school districts can be a rewarding experience and contributes to the greater educational community.

Lake Forest School District employees engaging in consultant work that requires any absence during normal work hours must request approval from the Superintendent or designee. Accordingly, any compensation or collection of fees for such consulting work during normal work hours can only be done if the employee uses vacation or personal leave. When an employee is not being compensated, the agency or school district requesting the consultation services must pay the cost of any substitute employee that is required.

Preparation for such consulting work must be done outside of the employee's regular work time and duties. The use of District facilities, equipment or materials to prepare for such work is prohibited unless prior approval is received by the Superintendent or designee.