



Living Sky School Division No. 202

DRAFT

Procedure Type: Human Resources
Procedure Number: 5.20
Procedure Title: Request for Services
Legal Reference:
Approval Date:
Revision Date:

Background

When there is a request by a supervisor other than an employees' regular supervisor, or by a member of another organization, for an employee of Living Sky School Division No. 202 to complete an assignment that is not part of his or her regular duties (*other duties as assigned*), the following procedure shall apply.

Procedure

1. An electronic mail request should be sent to the employee's supervisor in advance outlining the following:
 - a. The task or tasks required
 - b. Time required to complete the task or tasks
2. The supervisor and employee shall discuss the feasibility of the time commitment and tasks, and in a timely manner, provide an electronic response to the other supervisor or organization that is making the request.