

Ingersoll Support Services Inc.

Policy: Consultation Services

Approved by the Board of Directors: *March 19 2009*
Procedure Revision: *May 2012*
Review Date: March 22 2019

Policy # HR 18
Section: Human Resources

Ministry requirement – no

Ingersoll Support Services Inc. is happy to share the skills, knowledge and expertise that staff have gained through their employment, with other people, organizations or groups. ISSI encourages and supports such requests.

Procedure:

1. Each request for consultation coming to ISSI will be considered on its own merit taking into account:
 - the intention or expected benefits
 - associated costs, liabilities, responsibilities or risks
 - availability of expertise
2. When an employee is directly approached for a consultation, they will be required to submit a proposal outlining the above to the Executive Director for approval.
3. Once the proposal is approved, the employee may elect to conduct the consultation as either ISSI Sponsored or an Individual consultation.

ISSI Sponsored

ISSI will set the fee to be charged and make the arrangements for the consultation.

Individual Consultation

The employee is responsible for establishing the fee and details of the consultation under the following criteria:

- ISSI may charge the employee an administration fee if any cost for the consultation are incurred by ISSI
 - the consultation fee is determined at the time of the approval
 - the employee may elect to use earned overtime hours as time off to perform the consultation
4. ISSI may require that the receiver of the consultation sign a waiver of responsibility.