

Outside Speaking and Teaching Engagements

Guideline

Employees may teach professional academic or related courses or engage in public speaking activities during normal working hours if they have received the approval of the appropriate department head.

No approval is required for after-hours engagements provided there is no conflict of interest.

Approval

Approval may be given provided that:

- acceptable arrangements can be made between the department head and the employee for completion of all regular duties, and
- course material preparation, marking of student papers and all related activities are done on the employee's own time, and
- no other conflict with normal duties, working relationships or a conflict of interest arises.

Repayment of Fees

Where interference with normal duties is unavoidable, the Workers' Compensation Board may require that all or part of the fee received for teaching or public speaking during normal working hours be paid to the WCB.

Any fee recovered will be applied to the department budget.

The repayment amount is calculated based on the number of hours the employee is absent from normal duties and the hourly rate of pay.

When performing these engagements on our own time (e.g. vacation, ETO, etc.), the repayment of these fees will not apply.