

SORT 2018 CONTINGENT CONSENT FORM



SORT CONTINGENT CONSENT FORM

Portfolio Directors (within ICS, or equivalent in other departments) can approve contingent staff to attend and present at SORT according to the following guidelines. These guidelines are based on employment law.

Business Reason: Portfolio Directors may justify contingent staff attendance by providing a business reason. The business reason must be documented and approved by the contingent staff's Portfolio Director on this Contingent Consent Form.

Paid Attendance: Costs for contingent attendance based on business requirements are approved by the Portfolio Director, and covered by the project(s) that their attendance benefits.

Approved Classes and Courses: Portfolio Directors should only allow contingents to attend SORT classes on topics directly related to their ability to provide the services specified in their contract, within the context of working at the Church, or in the contingent track. Contingents cannot attend classes to improve or develop a skillset that is already expected as part of their contract, such as a JAVA or technology training; however, if the training is specific to how an outside technology is used at the Church, it is acceptable to attend. Portfolio Directors may also approve contingent staff to attend presentations about Church department-specific processes or tools needed to perform their job. Portfolio Directors are responsible to submit a Contingent Consent Form for each approved contingent staff, documenting which classes are approved to attend, related projects, and how it directly relates to the individual's contractual delivery. Portfolio Directors submit all Consent Forms to the SORT Committee member(s) over registration. Information is below. Documentation of the Consent Form will be checked at the registration table to verify approval for contingent staff to attend.

Personal Attendance: Contingents may take personal time to attend SORT under the following conditions. Contingent staff must submit a written request using the SORT Contingent Consent Form to their Portfolio Director, stating that they:

- a) want to attend for their own interest,
- b) acknowledge that attendance is not required in any way, and
- c) acknowledge they are attending on their own time and with their own money.

Portfolio Directors submit all Contingent Consent Forms to the SORT Committee member(s) over registration. Information is below. Documentation of the Consent Form will be checked at the registration table to verify approval for contingent staff to attend.

Contingent staff who attend SORT based on personal interest may not bill any time to Church projects and must pay their own attendance fee. They should make arrangements for time off according to guidelines and practices established by their managers and employer.

Budget Guidelines: A \$300 fee is required to attend SORT. This fee can be covered in the following ways:

- 1) Contingent staff attending on their own can make a personal check to "Corporation of the Presiding Bishop" and deliver to Maria Contreras-Raff on or before the first morning of SORT;
- 2) If a contingent staff is presenting or attending for a business reason, Portfolio Directors may approve the attendance fee to be deducted from the project their attendance directly benefits;
- 3) Any hours not in direct support of a project are not billable and must be covered by the contingent's personal time with approval by the Portfolio Director and staffing company.

For additional information, including contingent staff presenting or serving as volunteers, please refer to the full Contingent Guidelines for SORT 2018. Or, contact Eunie Gordon. (eunie@ldschurch.org).

Form Submissions: Submit all completed Contingent Consent Forms to Maria Contreras-Raff (mcraff@ldschurch.org).

