



Preparing Today's Learner for Tomorrow

Administrative Procedure 8050

Declaration of Conditions of Employment

Board Governance Policy Cross Reference: [1, 4, 12, 14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Declaration of Conditions for Employment \(T2200 E\)](#)

[Income Tax Act](#)

The Interlake School Division (ISD) administers requirements of the Income Tax Act in relation to employee working conditions.

Procedure

1. To be eligible to qualify for the revenue included in the Declaration of Conditions for Employment (T2200 E), the employee must be paid mileage and must work at a home office for the Division.
2. The employee may obtain a blank [Declaration of Conditions for Employment \(T2200 E\)](#) form from the Canada Revenue Agency.
3. The employee will submit the completed Declaration of Conditions for Employment (T2200 E) form to the Division Office so the amount of mileage paid can be verified and the form signed by the Secretary-Treasurer.