



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.4500

DIVISION: Finance and Administration

TITLE: Consulting and Other Professional Activities

DATE: April 1, 2000

REVISED: N/A

Policy for: All Full-time Exempt Employees (EEO Groups 1, 2 and 3)

Authorized by: Director, Human Resources

I. Purpose and Scope

For purposes of this policy, consulting and other professional activities mean services provided by an individual employee to an external organization (entity other than Western Kentucky University or subunit thereof) for a salary or fee. This definition also includes services performed by an individual employee without payment of a salary or fee, but involving considerable commitment of time.

II. Policy

1. The proposed consulting or other professional activities must be consistent with the employee's professional discipline and unit/department.
2. During any approved consulting or other professional activities, employees are expected to continue to perform their usual duties and responsibilities without adverse effect.
3. In the performance of any consulting or other professional activities, there shall be no conflict of interest with the University or the individual employee's usual duties and responsibilities.
4. Consulting and other professional activities may, by nature, require limited use of University supplies, materials, and equipment. Employees engaged in consulting or other professional activities must gain approval from their supervisor/department head concerning the use of any University resources.

III. Procedure

1. To engage in consulting or other professional activities, an employee must gain written approval in advance through divisional administrative channels to the appropriate vice president. The request must specify the nature of the work/activity to be performed, information regarding the external organization, and an estimate of the time required.

IV. Exclusions

A. Provisions for Internal Consulting and Other Professional Services

1. Consulting and other professional services performed internal to the University are normally considered to be included in the base pay of exempt employees. However, in certain circumstances, supplemental compensation is allowable when the following conditions are met. These conditions must be met whether supplemental compensation is paid from University sources or funded (sponsored) projects.
2. Consulting or other professional activities are performed in addition to the employee's normal duties and responsibilities.
3. Consulting or other professional activities are performed in a unit/department other than that in which the employee is assigned.
4. Advance approval is provided through divisional administrative channels to the appropriate vice president. Requests must specify the nature of the work/activity to be performed and an estimate of the time required.
5. The rate of supplemental compensation must be no more than the fee or rate paid to persons outside the University in providing similar activities or services.
6. Supplemental compensation shall be processed and paid as a part of the regular payroll distribution system.

Excluded from this policy are occasional consulting or other professional engagements which are of brief duration and nature and do not conflict with the spirit or intent of this policy. Also excluded are engagements which fall outside of an individual's employment period (for example, a nine-month employee who engages in consulting or professional activities during the other three (3) months of the year).

V. Related Policies

See also:

VI. Reason for Revision

Appendices