

13.2.19 CONSULTING, PUBLIC SERVICE & OTHER EMPLOYMENT

December, 2007 (~~effective January 1, 2008~~)-Rev/September 2010 (Effective December 01, 2010)

13.2.19. PURPOSE

To outline the College's policy on consulting, public service and the responsibilities and restrictions on outside remunerative employment activities for full-time salaried employees, including instructional and non-instructional personnel.

13.2.19.1. DEFINITIONS

- A. Consulting. Consulting includes only that outside activity which provides expert advice and/or counsel of a non-continuous nature. It should provide professional enrichment to the consultant and benefit to the College. Consulting may or may not bring financial remuneration to the consultant.
- B. Public Service. Service activity which provides the wider community with expertise, service, aid or the performance of a civic or public office. It should provide genuine public benefit and reflect positively upon the College. Public Service may or may not bring financial remuneration to the employee.
- C. Other Employment Activities. Other employment activities ordinarily provide only a financial benefit to the employee, without bringing professional enrichment or other benefit to the College such as after-hours employment by another organization, farming, or operating a part-time business other than consulting, etc., with the exception of approved professional development.

13.2.19.2. POLICY

A. Full-time Service Obligation to the College

All personnel of the College holding full-time salaried positions shall give full services to the work of the College during scheduled work periods. Any non-College employment must not interfere with the discharge of the person's full-time service obligations to the College. It is expected that all full-time College employees will treat the College as their prime employment activity. Full-time employment is generally inconsistent with the acceptance of other full-time employment on a continuous or permanent basis.

1. Full-time employment in an off-campus position or business enterprise in addition to full-time College employment is not permitted if that employment interferes with the performance of College assignments and schedules. Each employee is responsible to inform his/her immediate supervisor of all outside employment activities.
2. In any case in which present or contemplated outside employment is believed to involve a question as to a potential conflict of interest, the concerned individual is encouraged to seek advice from supervisors and, where appropriate, from the College's Legal Counsel by requesting an opinion through the Director of Human Resources.

B. Public Service

The College strongly encourages public service activities that are not incompatible with full performance of College duties and not inconsistent with College policies and procedures. Examples of encouraged public service are: civic elected or appointed public offices, community voluntary services such as community boards, voluntary fire or ambulance services or pro bona consulting for non-profit and community organizations. Employees may engage in compensated or uncompensated public service activities, ~~while under College contract~~, only with the written consent of the College President. The public service should be deemed to benefit the College, but cannot exceed 24 days in one contract year.

C. Outside Academic Activity

Full-time salaried employees may accept employment for, and may perform, any teaching, instructional, or research services for other academic institutions during teaching periods with the knowledge and written notification to the appropriate dean and vice president. Compensated or uncompensated participation in an occasional short-term conference, seminar, or symposium or the delivery of a scholarly paper or public

address at a professional meeting or academic gathering does not violate this policy.

D. Consultation

Consultation and other services to persons, firms, institutions, and agencies outside the College may be carried on by full-time salaried employees as long as the performance of such services does not interfere with the individual's service obligations to the College, in consultation with only with the written consent of the employee's respective dean or vice president supervisor. Employees are permitted to consult up to five consecutive work days at any one time, but cannot exceed 24 days in one year. Staff members must use leave time, switch time, compensatory time, or time off without pay for consulting during regular work time.

Responsibilities of Consultants

College employees engaged in consultation services authorized by this policy must assume the following responsibilities to assure compliance with this policy and with applicable legal requirements:

1. The College employee must advise the person, firm, or agency for whom such consultation services are to be performed that (a) the employee, in his/her role as a consultant, is acting solely as an independent contractor, and not as an agent or employee, or under the sponsorship, auspices, or control of the College and, (b) the College assumes no responsibility whatever, express or implied, for the actions or omissions of the employee in his/her role as a consultant.
2. The College employee must personally assure that the conditions and limitations upon external consulting activities, as specified in this policy, are fully satisfied, and must be prepared to document that fact if called upon to do so by an appropriate College officer.
3. Before entering into a consultation contract, the College employee must personally determine that the contemplated consultation activities and arrangements will not involve a conflict of interest with the individual's duties to the College.
4. It is the responsibility of the consultant to insure that the consulting services do not directly compete with College programs and activities.