

SECTION: PERSONNEL

SUBJECT: PROFESSIONAL CONSULTING AND ADDITIONAL WORKLOAD

Background: Outlines policies pertaining to faculty and staff members performing consulting services.

Point of Contact: Provost Office

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Administrative Services

Date of approval by LCSC authority: August/2008

Date of State Board Approval: N/A

Date of Most Recent Review: January 1983; January 1985; August, 2008

Summary of Major Changes incorporated in this revision to the policy:

Policy:

A. Preface

- 1.0 One of LCSC's objectives is to "apply the benefits of knowledge by making expert faculty available to individuals and organizations for consultation or research on problems in the state". To maintain and increase the competence of faculty and staff members, the State Board of Education allows professional consulting, as described in State Board Policy V.O <http://www.boardofed.idaho.gov/policies/v/V.O.%20Payments%20for%20Consulting%20and%20Services%2004-02.pdf>. As used in this policy, "consulting" is defined to include any professional activity for which the person is paid that is external to LCSC or clearly beyond the assigned duties for which the employee is appointed and paid by LCSC.

B. Basic Policy

- 1.0 Faculty and staff on full-time appointment owe their primary employment responsibility to LCSC. They are expected to fulfill, to the best of their abilities, the responsibilities established in their respective position descriptions. Full time employment requires a work effort of at least 40 hours a week. (No employee is to receive additional compensation from any source for work performed as a part of his or her regular full-time LCSC employment.)
- 1.1 Private Consulting. Clients must always be informed that the faculty or staff member is acting as a private consultant and that LCSC is not a party to the contract, nor liable, nor responsible for the performance thereof. Private consulting

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activity must have prior written approval by the employee's departmental administrator and associate vice president after they have determined that the proposed activity satisfies the following criteria:

- a. It is compatible with the employee's professional competence.
- b. It does not constitute unfair competition with a similar LCSC service already available. (Fees charged should be commensurate with the professional standing and experience of the consultant.)
- c. It will not impair, in quality or quantity, the performance of the employee's assigned duties. (Full-time employees are expected to limit consulting to 1 day per month during a contractual period. This limitation does not apply to activities in which the employee engages during periods of vacation leave or on legal holidays.)
- d. It does not involve the use of any LCSC supplies, equipment, or facilities, except as provided in a current agreement.
- e. It is not contrary to LCSC's best interests.

- 1.2 Consulting/Grant Involvement Performed for LCSC. Consulting services that are performed for LCSC as a part of the employee's regularly assigned duties are not a basis for additional compensation. Under special circumstances, with each instance subject to Provost approval before the work is performed and payment is made, extra compensation may be authorized for services to LCSC that are clearly beyond the employee's assigned duties and are performed outside of normal working hours.

In addition, prior approval by the employee's departmental administrator must include a certificate that: the work to be performed is an overload; work schedules can not be rearranged to include the work in the employee's regular duties; no other qualified personnel are available to do the work as a part of their regular duties.

Involvement in additional responsibilities of consulting and grant administration for full time exempt staff employees are subject to the same policy.

- 1.3 Continuing Education and Other Teaching Overloads at LCSC. A LCSC employee may teach LCSC continuing education and/or extended-day courses as an overload with the written approval of his or her departmental administrator. In such cases a request for compensation in addition to certified salary will be submitted subsequently to the State Board of Education for approval. Request for compensation is submitted on a Personnel Action Form. No combination of continued education or other teaching overloads is to impose a total requirement on the employee's time that is greater than about one additional day a week (exclusive of periods of vacation leave or legal holidays).

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C. Institutional Procedures and Requirements

- 1.0 Administrative approval for consulting by LCSC employees may be granted only when the proposed activity satisfies the conditions outlined above.
- 1.1 In requesting approval, employees are to supply the following information to the departmental administrator; (a) an estimate of the time that will be required, (b) the subject and scope of the consulting services, (c) the extent of the use of LCSC facilities.
- 1.2 If LCSC supplies, equipment, or facilities (other than library and assigned office space) are to be used (subject to priority for their use in regular LCSC activities), the consultant must enter into an official agreement with LCSC through the financial vice president.
- 1.3 Compensation in addition to certified salary that is paid for service rendered through consulting performed for LCSC or teaching continuing education courses is payrolled through LCSC.
- 1.4 The name "Lewis-Clark State College" is the exclusive property of LCSC and consequently should not be used in support of claims, advertisements, or the contents of any private consulting reports. LCSC stationery or letterhead may be used only for official LCSC business.