



## HR Related Policies & Procedures

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Revised:



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# Consulting Activities

## COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Tenure Track and Tenured Faculty

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

## BOT POLICY

**Sec. 6-1201. Outside Consulting Activities.** Eligible employees may be permitted to engage in limited outside consulting activities, provided the services rendered will not interfere with the employee's responsibilities to the University and will be beneficial to the University and/or will contribute significantly to the public welfare. Such consulting may occur only with advance written approval from the appropriate supervisory/Dean and Vice President or Vice Chancellor. Any approved consulting must be limited to (without loss of pay) no more than 10 working days per year for a full-time individual who is employed on a nine month basis or up to a maximum of 13 working days per year for a full-time individual who is employed on a 12-month basis. The President, or his or her designee, shall develop policy and procedures regarding the accumulation, use, and other administrative considerations of this benefit.

**Sec. 6-1202. Scope of this Subpart.** This subpart applies to full-time non-temporary administrative and support employees and tenure track/tenured faculty.

## HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. Employee must submit a written request through the proper administrative channels (supervisor/Dean) to the divisional vice president and secure all required approvals prior to initiating a consulting arrangement. The form to be used can be found at the end of this document, by contacting Human Resources or on the Human Resources web site at <http://www.ferris.edu/htmls/administration/adminandfinance/Human/Forms/ConsultingLeaveForm.dot>.
- II. The divisional vice president will decide how many consulting days will be approved.
- III. The 10-day and 13-day limits shall not be cumulative beyond the close of the fiscal year.

## **RESPONSIBILITY**

Employee: Complete the Request for Consulting Leave form prior to participation in any consulting activities that require the employee to be absent from work. If request is granted, employee must complete Excused Absence form, indicating appropriate day(s) of Consulting Leave.

Supervisor: Obtain vice presidential decision on the consulting request.

Refer Questions To: *Human Resources*

