I. POLICY

Consultation and other employment may be carried out by full-time employees as long as the performance of such services does not interfere with the individual’s service obligation to the institution.
I. REFERENCES

SLCC Policy Chapter 2, Section 3.03, Conflict of Interest

II. 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. Examples of consulting could be designing an electrical system, evaluating and recommending computer systems, designing accounting models, advising on labor relations matters, conducting seminars, etc.

B. 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 firm, farming, or operating a part-time business other than consulting, etc., with the exception of approved professional development.

III. PROCEDURE

A. Outside Employment

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 employment on a continuous or permanent basis.

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 in writing and receive approval of all outside employment activities. Denials may be appealed to the employees second level supervisor.
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

1. The College encourages public service activities that are not incompatible with full performance of College duties and not inconsistent with College policies and procedures.

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 terms with the knowledge and written notification to the appropriate administrator and vice president/provost.

Compensated or uncompensated participation in an occasional short-term conference, seminar, symposium, the delivery of a scholarly paper, 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. Employees accrue two days of consulting per month without any carryover from year to year (July 1 through June 30). Employees are permitted to consult up to five consecutive workdays at any one time, but cannot exceed 24 days in one year. Consulting is subject to the following restrictions:

1. If an individual uses unearned consulting time and terminates, the time off must be repaid.

2. The College has no obligation to compensate employees for authorized consultation time that, for any reason, is not actually used. Consulting will be done at no cost to the College.
3. Use of consultation time should provide professional enrichment and benefit both to the employee and to the College.

4. The consultant must arrange in advance for a qualified replacement that is approved by the supervisor. All instructors are required to arrange for a replacement. Other employees must arrange for their replacements, when needed.

5. Any absence from the College for the purpose of consultation services may be recorded as an excused absence for approved consultation only if the restrictions of this section have been satisfied.

6. The appropriate administrator must approve, in writing, the time and dates of the consulting as well as the scheduling of classes or work assignments missed as a result of the consultation activities. The appropriate vice president/provost must also grant approval.

7. Individual exceptions to this policy must be approved by the appropriate vice president/provost on recommendation of the appropriate administrator, subject to any specific conditions required by the vice president/provost.

E. 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, employee, under the sponsorship, auspices, or control of the College.

   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 that may be in violation of the Utah State Public Officers' and Employees' Ethics Act. Such conflicts may occur if:

   a. The consultant is or will be serving concurrently as a principal investigator under a contract or grant between the College and any business entity which the consultant serves as an officer, director, employee or owns a substantial interest.

   b. If the consultant must disclose confidential information gained by his/her official College position.

   c. Use such confidential information for private gain or benefit.

   d. Accept consulting assignments which the consultant might expect would impair his/her independence of judgment in performance of official College duties.

It is the responsibility of the consultant to insure that the consulting services do not compete with College programs and activities.