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| POLICY TITLE | Guidelines for Consulting | Policy Number | 323 |
| Section | Human Resources | Approval Date | June 18, 1992 |
| Subsection | Conditions of Employment | Effective Date | June 18, 1992 |
| Responsible Office | Office of the Vice President of Planning, Budget, and Human Resources | | |

1.0 PURPOSE

2.0 REFERENCES

2.1 *Utah Public Officers' and Employees' Ethics Act*

3.0 DEFINITIONS

4.0 POLICY

4.1 Consultation and other services to persons, firms, universities, and agencies outside and contracted through the University may be carried on by university employees as long as the performance of such services does not interfere with the individual's service obligation to the University. Such consultation is defined as acting in an advisory capacity, normally for a short period of time, and subject to the following restrictions:

- 1) Upon approval of appropriate administrator(s), university employees will be allowed released time for consulting, with salary adjustments made as necessary.
- 2) Use of consultation time should have a demonstrable relationship to the professional interests of the University employees and the University.

5.0 PROCEDURES

5.1 Steps for Consulting

5.1.1 The following steps should be followed by university employees for those consulting with persons, firms, universities, and agencies outside the University organization or in behalf of the University if such consulting would be conducted during regular working hours or on campus:

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- 1) The Request for Consulting form should be obtained from the immediate supervisor or Human Resources and completed before a consulting assignment begins.
- 2) When the steps below are completed, the Request for Consulting form must be reviewed and authorized by the immediate supervisor. The supervisor's signature is verification that the request has been reviewed, all steps necessary have been completed, and the consulting has been approved.
- 3) The approved copies must include the University employee's signature as well as the immediate supervisor's signature. Copies should be distributed with one copy to the University employee, one copy maintained by the immediate supervisor, one copy forwarded to the appropriate vice president, and one copy forwarded to Human Resources.

5.2 Internal Consulting

5.2.1 Consultation may take place in the University employee's office or laboratory with approval of the immediate supervisor, as long as it does not interfere with the normal operations of the department.

5.2.2 The individual engaged in consultation activities must arrange in advance, with the approval of the responsible supervisor or line officer, for scheduling of classes or other work assignments missed as the result of consultation activities.

5.3 External Consulting

5.3.1 The University employee must advise the person, firm, or agency for whom such consultation services are to be performed that the employee, in his or her roles as a consultant, is acting solely as an independent contractor and not as an agent or employee under the sponsorship, auspices, or control of the University; and, therefore, the University assumes no responsibility whatsoever, expressed or implied, for the actions of the employee in his or her role as a consultant. Such advisement by the employee will be indicated on the Request for Consulting form.

5.3.2 The University employee must indicate the nature of the consulting and verify on the Request for Consulting form that these arrangements will not involve a conflict of interest with the individual's duties to the institution that may be in violation of the *Utah Public Officers' and Employees' Ethics Act*.

5.3.3 If university facilities are used beyond the employee's individual office, these facilities must be scheduled through the appropriate scheduling offices and supervisors and appropriate charges for these facilities paid to the University. The charges should be detailed and included in or attached to the *Request for Consultation Form*.



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5.3.4 If university properties are used for consulting, appropriate rental fees or service fees should be established by the appropriate supervisor and so indicated on the Request for Consulting form.

5.3.5 The employee shall not use university staff members (i.e., secretaries or student aides) as support personnel for consulting activities while such staff members are being paid by the University.

5.3.6 Any absence of an employee for consulting during normal contractual days should be indicated on a Short-term Leave Request/Notification form and approved by the immediate supervisor and submitted in advance to Human Resources.

5.3.7 Any salary adjustments should be indicated on the Request for Consulting form and the appropriate Payroll Action Form prepared and submitted.

5.3.8 If changes occur in the original request, a new form should be completed and approved.

| POLICY HISTORY | | |
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| Date of Last Action | Action Taken | Authorizing Entity |
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