

ADMINISTRATIVE MEMORANDUM

SUBJECT Regulations on External Professional Activities

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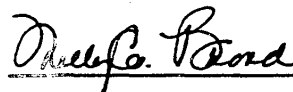
In accordance with the Board of Governors' policy on external professional activities, University personnel sometimes may engage in compensated activities that are not a part of University employment. For example, some sit on boards of directors of various private corporations, pursue opportunities that fall within the Board of Governors' definition of external professional consulting, or conduct official duties as a State employee for which an honorarium is received. In those instances when an employee has engaged in these types of activities, the following shall apply:

1. Pursuit of Private Interests in Which Extra Income is Earned.

For senior academic and administrative officers who pursue activities for pay that are not a part of their University employment, it is important that overlapping compensation be avoided. If a senior academic or administrative officer engages in an activity from which external income is earned, that is not a part of their University employment, annual leave must be used if such activities take place within the conventional work week (i.e., between 8:00 a.m. and 5:00 p.m., Monday through Friday).

2. Employment-related Duties for Which an Honorarium is Received.

Senior academic and administrative officers and EPA non-faculty employees may engage in employment-related activities for which an honorarium is received. In those instances, the employee shall not receive an honorarium when State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the employee's State position or official duties on behalf of the State. In these instances the employee may request that the honorarium be paid to the University. The honorarium may be retained by the employee only for activities performed during non-working hours or while the employee is on annual leave, if all expenses are the responsibility of the employee or a third party that is not a State entity and the activity has no relation to the employee's State duties.



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