

Workplace Expectations and Conduct: Consulting- Nonfaculty Employees

Subject: Human Resources

Policy: Consulting – Nonfaculty Employees

Effective Date: January 1, 2019

Revised:

Review Date: Three (3) years from the Effective Date

Responsible Party: University Human Resources

Applicability: This policy applies to classified and nonfaculty contract employees

1. INTRODUCTION AND PURPOSE

This policy governs the circumstances and manner in which classified and nonfaculty contract employees may engage in private consulting related to their job.

2. CONSULTING

Consulting is “any additional activity beyond duties assigned by the institution, professional in nature ..., for which the individual receives additional personal compensation.” Compensation for consulting is paid by agencies or individuals outside the university from funds not controlled by the university. [BOR Policy 401.1](#): This policy covers the provision of professional services by nonfaculty employees that are either related to their job duties or that may conflict with the university’s interests.

3. APPROVAL

Classified and contract employees may engage in consulting outside of working hours and while on approved leaves if the consulting does not present a [conflict of interest or commitment](#) with their current job duties or the university’s interests.

4. NO USE OF UNIVERSITY RESOURCES

Employees engaged in consulting may not use university personnel, materials, resources, facilities, or equipment for their consulting activities. Nonfaculty employees may not provide consulting services to the university or the affiliate campuses.

5. NO CONFLICT OF INTEREST

The university policy on [Conflict of Interest](#) applies to classified and contract professional employees in determining potential conflicts of interests in consulting. Whenever the potential exists for a conflict of interest because of an outside consulting activity, the employee must submit a disclosure as required under the university [Conflict of Interest](#) policy.

In no case will consulting activities detract from the performance of the employee's regularly assigned duties. Classified and nonfaculty contract employees engaged in consulting will also abide by the requirements in the [MSU Faculty Handbook](#), Consulting, Sections 4, 5, 10 and 11.

6. REPORTING

On an annual basis, employees engaged in consulting are required to [report](#) all consulting activities for the prior year to the Office of Research Compliance.