Augusta University
Policy Library

Outside Activities and Off-Campus Duty

Policy Manager: Human Resources

POLICY STATEMENT
All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of AU and Board of Regents Policy. Refer to Board of Regents Policies 8.2.18.1 and 8.2.18.2 and related subsections. An AU employee shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties unless official approval has been granted. AU employees shall not create a conflict of interest or conflict of commitment and employees have an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship or activity that has the potential to create or imply an actual or apparent conflict of interest with respect to the employee's AU duties. Such activities include but are not limited to consulting, teaching, speaking, participating in business or service enterprises, and participating in clinical practice (outside of the faculty practice plans.) In most instances employees must report and use annual leave if they engage in compensated outside activity, except as outlined below. Uncompensated outside activity shall be reported by employees if such activity would result in a conflict of interest or a conflict of commitment. Refer to Board of Regents Policy 8.2.18.2 and related subsections. Outside political activity must be in accordance with Board of Regents Policy 8.2.18.3. If employees have any questions with regard to this policy or a particular activity, they are encouraged to reach out to their supervisor or to Human Resources for advice.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni ☒ Faculty ☐ Graduate Students ☒ Health Professional Students
☒ Staff ☐ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

REASON FOR POLICY
This policy is created to define local procedures that will ensure the university is in compliance with the Board of Regents of the University System of Georgia Policy 8.2.18 Personal Conduct, which includes sections related to Ethics, Conflicts of Interest and Conflicts of Commitment Policy, Political Activities, and Gratuities. All AU employees should familiarize themselves with these Board policies.

This AU policy defines Outside Activities and Off Campus Duty. It outlines the disclosure procedures for employees. Supervisors have a responsibility to remain informed of the professional and outside activities of their employees, to encourage such activities when they are consistent with AU policies, and to advise them of involvement in activities that might jeopardize their career development, interfere with the individual's primary responsibilities, or hinder the achievement of excellence in academic or research programs. The following categories of Outside Activities are defined below:

- Outside Activity – Compensated
- Outside Activity – Uncompensated
- Outside Activity – Clinical Practice

These may include activities that occur either on-campus or off-campus. The location of the employee is relevant but is not the sole factor in determining the need for prior approval. If an employee must travel to an off-site locale to participate in an activity, that in and of itself should trigger the need for approval to be off-campus when the employee would otherwise be on-campus. However, the need for prior approval is equally applicable while the employee is on-campus and participating in an activity with an outside entity via a remote connection such as voice or video conferencing for an extended duration of 4 hours or greater.

A. It is the employee's responsibility to ensure that any other employment or outside activity which is compensated, is approved in advance, managed appropriately, and carefully limited so that it is compatible with the individual's professional status, creates no conflict of interest with the university, does not conflict with scheduled university duties, and does not in any way infringe on the professional effort committed to the university.

B. Relevance to Full-Time employees:
All full-time employees (faculty, administrators, and staff members) are expected to give full professional effort to their respective assignments of teaching, research, service, and administration. For faculty, assignments within these effort categories are listed on annual performance evaluations and codified in the cover letter for annual contracts. Employees who are not faculty are assigned job responsibilities as defined in their position descriptions and work hours commensurate with their work commitment as defined in the Employee Categories policy.

Recognizing that teaching, research, and public service are the primary responsibilities of AU faculty members, it is reasonable and desirable for faculty members to engage in additional activity beyond duties assigned by the institution, which are professional in nature, and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Full-time faculty on academic year contracts are expected to give full professional effort during the contract period. There are no policy compliance reporting requirements during the period of time in which they are not on contract.

C. Relevance to Part-Time employees
In all cases, it is the part-time employee's responsibility to ensure that any other employment or outside activity occurs in a time that is clearly off duty from the university and is consistent with Board of Regents Policies 8.2.18.1, 8.2.18.2, 8.2.18.3. Reporting requirements for part-time employees applicable to this policy are as follows:

- Part-time faculty employed on a term-by-term basis – None
- Part-time non-exempt staff – None

- All other part-time exempt employees (including part-time faculty, administrators, and/or staff members paid on a monthly basis) must comply with this policy for activities occurring during a time that is expected to be devoted to the university.

D. Employees shall make every reasonable effort to identify and/or avoid actual or apparent conflicts of interests and/or commitment and also the appearance of a conflict of interest/commitment. An appearance of a conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, professional, or financial interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. Likewise, supervisors of all employees have a responsibility to ensure that the unit is able to meet its mission through the effective management of its defined resources. Therefore, all Augusta University employees are expected to record absences from work, including those approved through this policy, through the institution's time reporting system.

E. Limitations on Use:
AU limits the number of days permitted for Outside Activities and Off Campus duty separately, and collectively.
   - Any full-time employee, including faculty on a fiscal year contract, may be approved for up to twenty (20) days per fiscal year for Outside Activities (as defined herein) and up to twenty (20) days for Off-Campus duty, however, the total cannot collectively exceed 30 days between the two.
      - Any part-time exempt employee, including faculty on a fiscal year contract, may be approved for a pro-rated proportion of the above limits.
   - Any full-time faculty member on an academic year contract is limited to fifteen (15) days per year for Outside Activities and fifteen (15) days per academic year for Off-Campus duty with the total of the two not exceeding 22 days. Any part-time faculty member on an academic year contract may be approved for a pro-rated proportion of these limits.
      - This policy does not apply to part-time faculty employed on a term-by-term basis.
   - Exceptions to these limitations must be approved in advance by the respective Dean of Vice President with copies to the respective Executive Vice President and the President

F. Use of Annual Leave:
Annual Leave is required for the specific Outside Activities as defined below for employees who earn annual leave.

DEFINITIONS
These definitions apply to these terms as they are used in this policy:

Compensation – Any payment, deferred payment, equity, or deferred equity provided in exchange for the expectation that the employee will perform work or services for the benefit of the outside payer. Compensation does not include Honoraria (defined below).

Conflict of Commitment –Situations in which non-AU activities interfere with the regular and punctual discharge of an employee's official duties.

Conflict of Interest – A conflict of interest or an appearance of a conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial, or business interest. An appearance of conflict can exist even in the absence of an actual/legal conflict of interest. All employees are referred to State Conflict of Interest Statutes O.C.G.A. § 45-10-20 through § 45-10-70 and institutional policies governing professional and outside activities.

Faculty Primary Responsibilities – are defined as teaching, research, clinical practice, service, administrative duties, and other appropriate duties assigned by the faculty member.

Honoraria: Any payment(s) given for professional or voluntary services that are rendered nominally without charge, and any payments in recognition of these services typically forbids a price to be set. See Board Policy 8.2.18.4 Gratuities for guidance on accepting expense reimbursement from outside parties. For AU, an honorarium of more than $1,000 (per day) will be considered compensation.

Outside Activity - Compensated: Such activities include consulting, teaching (credit or non-credit), speaking, and participating in business, professional, or service enterprises with external entities. Payments and expense reimbursement from governmental agencies such as the State of Georgia or the Federal Government are excluded and not considered outside compensation. Likewise, payments from AU (such as for continuing education) or one of our affiliated organizations (such as AU Health) are not considered outside compensation.

Outside Consulting - is defined as any activity for Compensation other than Primary Responsibilities or Secondary Responsibilities that a faculty member may engage in that, (1) is based upon professional knowledge, experience, and abilities of the faculty member that relate to the faculty member's expertise or responsibilities as a USG faculty member, and (2) is performed for any business, self-employment, or public or private entity other than the employee's institution.

This type of Outside Activity is applicable to all full-time employees:

- Requests for Approval: Requests must be made in advance on Form OA-1 regardless of when the activities will be performed (within the employee's usual working hours or outside of them.
- Time Reporting: If the Outside Activity requires the employee's time during the employee's usual working hours:
    - It will be recorded in the university's time reporting system as an *Outside Activity – Compensated*.
    - Impact on Annual Leave: Annual Leave is required for employees who earn annual leave if the activity is performed during the employee's usual working hours.
- Annual Reporting: Employees must submit an annual report on Form OA-2, at the end of the fiscal/academic year.

Outside Activity – Uncompensated: Such activities include unpaid guest lecturing; unpaid advising or consulting; attending or presenting at professional conferences/meetings, juried art shows; and professional activities such as serving on corporate, charitable, or volunteer boards,

journal editorial boards, grant study sections, etc. when these activities are not considered to be in service to the institution or included in the assignment of responsibilities or effort.

- If these activities are considered included in the assignment of professional responsibilities of the employee, they are reported as Off-Campus Duty (see relevant section herein).
- If these activities are considered outside of the assignment of the professional responsibilities of the employee, notification may be required as defined below.

Uncompensated outside activity that is conducted outside normal work hours and does not create a conflict of interest or a conflict of commitment for the employee or the institution, may not require advance approval or reporting. Any questions in this regard should be discussed with Human Resources or the supervisor. If an employee fails to disclose an activity, they assume the responsibility for the consequences if a later determination finds that a conflict exists.

While these activities may result in an honorarium, per diem, and/or out of pocket expense reimbursements, for the purposes of this policy, these payments are not considered compensation for work effort.

This type of Outside Activity is applicable to all full-time employees:

- Request for Approval: If approval is required requests may be made in advance on Form OA-1 regardless of when the activities will be performed (within the employee's usual working hours or outside of them.)
- Time reporting: If the Outside Activity requires the employee's time during the employee's usual working hours:
    - It will be recorded in the university's time reporting system as an *Outside Activity – Compensated*.
    - Impact on Annual Leave: No leave is required.
    - Annual Reporting: Employees must submit an annual report on Form OA-2, at the end of the fiscal/academic year.

Outside Activity – Clinical Practice: Generally, all clinical practice by faculty members must be conducted under the approved faculty practice plans of each respective college and is subject to the respective practice plan bylaws. When clinical practice is conducted under an approved faculty practice and part of the faculty member's regular assigned effort, such effort is not considered an Outside Activity. However, clinical practice by faculty within Schools or Colleges that do not have a faculty practice (e.g. Psychology, Sociology) is considered an Outside Activity and is subject to approval.

Clinical practice performed outside an approved faculty practice plan is not covered by AU-related malpractice insurance.

This type of Outside Activity is applicable to all AU faculty who practice outside of an approved practice plan:

- Request for Approval: If approval is required requests may be made in advance on Form OA-1 regardless of when the activities will be performed (within the employee's usual working hours or outside of them.)

- Time reporting: If the Outside Activity requires the employee's time during the employee's usual working hours:
  - It will be recorded in the university's time reporting system as an *Outside Activity – Clinical*.
  - Impact on Annual Leave: Annual Leave is required for employees who earn annual leave if the activity is performed during the employee's usual working hours.
  - Annual Reporting: Employees must submit an annual report on Form OA-2, at the end of the fiscal/academic year.

Off Campus Duty: An AU employee who travels off campus as a part of fulfilling their normal job responsibilities is expected to secure the appropriate prior approval through the submission of a Travel Authorization Request.

Teaching Off-Campus: These include activities when a faculty member travels off campus as a part of fulfilling their AU teaching responsibilities (e.g. teaching at an approved off- site location, supervising students in an off-site clinical setting, study abroad, etc.) Teaching Off-Campus is not subject to the limitations stated herein. For the purposes of reporting, Teaching Off-Campus must be approved through a Travel Authorization (rather than an OA-
1) and recorded within the time keeping system.

This is applicable to faculty:

- Requests for Approval: Requests must be made in advance via a Travel Authorization (see rules for Blanket Travel Authorizations and guidelines of your college or unit).
- Time reporting: Time away from campus will be recorded as *Teaching Off- Campus.*
- Impact on Annual Leave: No annual leave is required.
- Annual Reporting: none

Other Off-Campus Duty: An AU employee who participates in non-compensated activities such as attending or presenting at professional conferences/meetings, juried art shows; serving on corporate or volunteer boards, journal editorial boards, grant study sections, etc. as a part of fulfilling their normal AU job responsibilities must disclose such activities and if conducted off-campus, secure prior approval through a Travel Authorization.
For the purposes of reporting, Off-Campus duty must be approved through a Travel Authorization (rather than an OA-1), recorded within the time keeping system, and included in the annual OA2 summary.

This is applicable to all AU employees:

- Requests for Approval: Requests must be made in advance via a Travel Authorization (see rules for Blanket Travel Authorizations and guidelines of your college or unit).
- Time reporting: Time away from campus will be recorded as *Off- Campus Duty.*
- Impact on Annual Leave: No annual leave is required.
- Annual Reporting: none

Outside Employment-Teaching or Research: Teaching or research outside of Augusta University may be appropriate under some circumstances but is generally discouraged except for occasional lectures in the faculty member's area of specialization. Recurring responsibilities at another organization, such as teaching a course or supervising a research program, may be

accepted only with prior permission of the Dean, which usually will not be given without communication between the faculty member's Department Chair or Dean and a counterpart at the other institution to ensure that both institutions understand and approve the arrangement. The Dean shall keep the President informed of such arrangements through the Office of the Provost. Arrangements with other units of the University System of Georgia are governed by the Policy Manual of the Board of Regents, Section 8.3.15.2.

This type of Outside Activity is applicable to all exempt employees, including faculty members:

- Requests for Approval: Requests must be made in advance via a written request for permission to the employee's immediate supervisor, approved through the respective organizational reporting lines, and submitted to the respective Executive Vice President.
- Time reporting: Not applicable.
- Impact on Annual Leave: Not applicable.
- Annual Reporting: Not applicable.

PROCESS & PROCEDURES

During the period of obligation to the university, and defined above, AU employees are required to submit written requests for permission in advance of participating in outside activity. This is done by submitting Form OA-1 for review and approval through the employee's respective organizational reporting lines through the Dean or Vice President who serves on the President's Cabinet.

- This form requires full disclosure of the professional relationship, the amounts of compensation or honorarium (if any), expense reimbursement, other payments to the individual, what institutional resources may be required, and the plan for reimbursing the institution for use of the institution's personnel, facilities, equipment, and or materials consistent with rates charged outside groups or persons.
- Arrangements for all one time and recurring activities must be approved in writing before the activity is undertaken.
- This approval must be renewed annually (each fiscal or academic year) if the activity is going to be continued during the subsequent academic/fiscal year.
- Requests must be made by the employee in enough time for there to be appropriate opportunities for review and discussion in advance of the activity. Request for foreign travel may require additional notice. The amount of advance notice will be defined by the respective unit leader (Dean/VP).
- Employees should be provided an official response to each request within 7 calendar days of the request.
    - Appeals will be heard by the next supervisor in the employee's chain of command.
    - If permission for an employee to engage in outside professional activity is denied at any level of supervision before reaching the respective Dean/Vice President, the employee must be informed in writing giving specific reasons for the denial. Copies of the request and the denial will be forwarded through the chain of command and to the respective Executive Vice President.
- OA-1 Forms will be retained in the offices of the respective President's Cabinet member and available for inspection upon request.

- Approved Outside Activities as reported/approved through the OA-1 forms should reconcile with the employees' reported absences in the institutional time reporting system.

At the end of the contractual year, all employees who have engaged in outside professional activity must report such activity using Form OA-2 on or before June 30th of each year.

- Cumulative totals for these activities will be tracked through the institution's time reporting system based on the fiscal/academic year cycle.

REFERENCES & SUPPORTING DOCUMENTS

- OA-1 - Request for Approval of Outside Activity
- OA-2 - Annual Report on Outside Activity

RELATED POLICIES

- Policy Manual of Board of Regents Section 8.2.7 Leave
- Policy Manual of Board of Regents Section 8.2.18 Personnel Conduct
  - Section 8.2.18.2 Conflicts of Interest and Conflicts of Commitment
  - Section 8.2.18.2.3 Compensated Outside Activities
  - Section 8.2.18.3 Political Activities
  - Section 8.2.18.4 Gratuities
- AU Conflict of Interest Policy
- AU Intellectual Property Policy
- AU Time and Attendance Reporting
- Travel Authorization Rules

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 10/27/2023

President, Augusta University Date: 10/27/2023