

**3354:1-41-02.8 Administrator and professional staff consulting leave and external assignments procedure.**

- (A) Full-time administrators and professional staff are eligible to take outside consulting leave for a maximum of six days per fiscal year. (Outside consulting time does not accumulate from year-to-year.) Professional consulting is any service to an individual, outside organization or agency for which the consultant is financially compensated.
  - (1) Consulting leave will not interrupt the individual staff member's normal remuneration from the College. Except for normal remuneration and benefits, the College will assume no obligation for consulting leave activities. Employees taking consulting leave are not in any way endorsed by or acting on behalf of the College, and must not make any such representation.
  - (2) Consulting leave requires prior approval of the individual's supervisor. Decisions regarding consulting leave shall be made in the best interest of the College.
  
- (B) Full-time professional staff may participate in limited formal assignments external to the College, on an occasional basis, as determined by the College and as part of their regular duties. External assignments shall include, but not be limited to, direct one-for-one exchange of College professional staff with other organizations, the receiving of individuals from other organizations without related exchange of College staff, and the assignment of College professional staff to other organizations without related exchange of persons from those organizations.
  - (1) Participants in the external assignments shall remain on the College's payroll as full-time employees for the duration of their external assignment and shall be eligible for all benefits provided for full-time College employees.
  - (2) Faculty participation in the external assignments shall be included in the faculty staff member's service credit required for the granting of rank and tenure and the establishment of professional improvement leave eligibility, and shall not be considered a break in seniority.

- (3) The appropriate Executive Vice President will notify the Office of Human Resources that an employee of their department will participate in an external assignment.
- (C) The President or the President's designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: December 15, 2005

Procedure amplifies: 3354:1-41-02