

## Document Information

### 1. Document Details

<b>Title:</b>	<b>Staff Consultancy &amp; Buyout Policy</b>
<b>Author(s):</b>	Senior Management Accountant
<b>Version No:</b>	1
<b>Status:</b>	Final

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

### 2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Jan 2021	Policy for consultancy payments and buyout of hours for academic & research staff	-

### 3. Relevant Existing/Related Documents

Existing Forms and Approval Processes for workload Allowance & Buy Out, Cork
Staff Consultancy and Buy Out Procedures (Draft) June 2020

### 4. Consultation History

***This document has been prepared in consultation with the following bodies:***

Finance Office (Self Financing) based on issues raised on projects and with various staff on the basis of costing to be used.
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### 5. Approvals

***This document requires following approvals (in order where applicable):***

Name	Date	Details of Approval Required
Governing Body	09/04/2021	Approval by the Governing Body

# Staff Consultancy & Buy Outs

## 1. Basis for Policy

The University supports academic and research staff to engage in external research and consulting activity to encourage and develop the university's links with industry and support the economy through high quality consultancy activities which in turn enhance the expertise of staff, facilitate new research opportunities and benefit our teaching programmes.

## 2. Scope

This policy applies to all full-time and part-time academic and research staff.

## 3. Staff Consultancy & Buyout Procedures

The University shall have a set of Staff Consultancy & Buyout Procedures, which shall be based on the two methods set out in this policy below and shall include details on the approval process for such work. The Staff Consultancy & Buyout Procedures shall be approved by the Vice President for Finance & Administration / Corporate Affairs.

### 3.1 Workload Allowance

Academic Staff are remunerated by way of a buyout of teaching hours to fulfil work undertaken on a research project. In this case no additional payments are made to the academic staff member.

### 3.2 Consultancy Payment

Academic & Research Staff may make a claim for payment from the income received by the University for research and/or consultancy work undertaken.

In line with the application of the 'One Person One Salary' principle applied in the Public Sector, academic staff should be remunerated by way of workload allowance/buyout where possible

## 4. Basis of Costing

The basis of costing the buyout of staff time shall be based on the principle that '*the cost follows the person*'. The minimum charge will therefore be based on the person's actual cost. The Staff Consultancy & Buyout Procedures shall set out the standard costing methodology for different scenarios.

## 5. Compliance

Failure to comply with the Staff Consultancy & Buyout Policy & Procedures shall be notified to the Vice President for Finance and Administration / Corporate Affairs and in the case of serious non-compliance to the President.

## 6. Approval and Modification

Any modification to the Staff Consultancy & Buyout Policy shall require the approval of the Governing Body.

## 7. Approval

This Staff Consultancy & Buy Out Policy has been approved by the Governing Body on 9<sup>th</sup> April 2021