

Document Information

1. Document Details

Title:	Staff Consultancy & Buyout Procedure
Author(s):	Finance Manager
Version No:	1
Status:	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	Jun 2020	Document and Formalise the procedure 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 Outs

4. Consultation History

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

Finance Office (Self Financing) based on issues raised.

5. Approvals

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

Name	Date	Details of Approval Required
Finance Manager	09/06/2020	Review by Finance Manager
VP Finance & Admin	11/06/2020	Approval by VP for Finance and Administration

Staff Consultancy & Buy Outs

1. Basis for Procedure

The Institute supports academic and research staff to engage in external research and consulting activity to encourage and develop the Institute'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 procedure applies to all full-time and part-time academic and research staff.

3. General Procedure

There are two methods by which academic staff may be compensated for such activity;

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 Institute 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. Prior Approval

The staff member must seek prior approval from the Budget Holder and their Head of Department to engage in external research and consultancy work and agree on the appropriate method of remuneration. Where it is proposed that a staff member be remunerated for such work i.e. a workload allowance on existing duties is not possible, the staff member must seek prior approval for paid consultancy by submitting the relevant form to their Head of School with the approval of the Head of Department.

Approval may be granted by the Head of School on the basis that:

- It does not interfere with the performance of normal academic duties and is recommended by the Head of Department
- It does not give rise to any conflict of interest
- All additional payments to include part time hours and other payments does not exceed 20% of salary. In rare and exceptional cases, payments to staff that exceed 20% of salary will require the approval of the President.

Where consultancy is undertaken by a staff member, the contractual agreement must be provided to the Finance Office (Self Financing Section) and the necessary project set-up procedures completed to allow the project to be processed through a research code.

5. Approval Process

Application for approval of a workload allowance must be made by completing and returning Form H07 - Workload Allowance & Buy Outs

Application for approval for paid remuneration must be made by completing and returning Form H08 - Consultancy Approval

All forms are available on the Finance website at <http://finance.cit.ie/forms>

6. Revoking Approval

Engaging in consulting activity without prior approval is a breach in Institute policy. The Head of School may revoke permission at any stage if the conditions on which it was granted change.

7. Payment

Payment for pre-approved research and/or consultancy work should be claimed by completing Form H09 – Consultancy Payment Request. The form must be approved by the Budget Holder and Head of Department and submitted to the Finance Office (Self-Financing) for approval and onward submission to HR for payment through the Payroll System.

8. Recording Hours

For audit purposes, hours worked, must be logged in ActiTIME based on standard productive hours (with the exception of Enterprise Ireland Innovation Vouchers)

9. Private External Work

External work undertaken in a private capacity is covered under the Institute's External Work Policy.

10. Changes to Procedures

These procedures may be modified from time to time in line with Institute Policy.

11. Approval

These Staff Consultancy & Buy Out Procedures have been approved by the Vice President for Finance & Administration on the date noted below.

Mr Paul Gallagher
VP for Finance & Administration

Effective Date