A. PROFESSIONAL CONSULTING IN ADDITION TO WORKLOAD

To maintain and increase the competence of North Idaho College employees, the board encourages the sharing of professional knowledge with the community at large. Limited outside activities in an employee’s discipline or area of specialization are encouraged to the extent that they contribute to the improvement of teaching skills, provide a needed professional service and/or advance the cause of college/community relations. As used in this policy, "consulting" is defined to include any paid professional activity that is external to NIC or is clearly beyond the assigned duties for which the employee is appointed and paid by NIC.

Faculty and staff on full-time appointment owe their primary employment responsibility to North Idaho College. They are expected to fulfill, to the best of their abilities, the responsibilities established in their respective position descriptions. Full-time employment requires a work effort as prescribed by signed contract.

B. PRIVATE CONSULTING

1. Clients must always be informed that the faculty or staff member is acting as a private consultant and that NIC is not a party to the contract, nor liable, nor responsible for the performance thereof.

2. Employees must secure from the appropriate vice president approval for any activities which require absences.
3. Administrative approval for consulting by NIC employees may be granted only when the proposed activity satisfies the following criteria:

   a. It will not impair, in quality or quantity, the performance of the employee's assigned duties.
   b. It does not involve the use of any NIC supplies, equipment, or facilities, except as provided in a current agreement with the appropriate vice president.
   c. It is not contrary to NIC's best interests.

4. Administrative approval is not required for activities in which the employee engages during periods of vacation leave, non-duty hours, or on college and legal holidays.

C. CONSULTING PERFORMED FOR NIC

1. Whenever possible, NIC will look to the expertise of its own employees first.

2. Consulting services that are performed for NIC as part of the employee's regularly assigned duties are not a basis for additional compensation.

3. Extra compensation may be authorized for consulting services to NIC that are clearly beyond the employee's assigned duties. Each instance of extra compensation is subject to the president's approval before the work is performed and payment can be made. Such services are subject to the limitations on private consulting stated in B-3.

4. Prior approval by the employee's departmental administrator must include a certification that:
   a. The work to be performed is an overload.
   b. Work schedules cannot be rearranged to include the work in the employee's regular duties.
   c. No other qualified NIC personnel are available to do the work as a part of their regular duties.

The name, "North Idaho College," and logo are the exclusive properties of NIC and consequently should not be used in support of claims, advertisements, or the contents of any private consulting reports. NIC stationery or letterhead may be used only for official NIC business.