

**Lehigh University**  
**Request to Provide Compensation for On-Campus**  
**Consulting Services Performed by Exempt Staff**  
*(You must contact Human Resources with requests to*  
*provide additional compensation to nonexempt employees.)*

*Items 1 through 5 are to be completed by the account executive or department head requesting consulting services of an exempt staff member. The originating department should forward the additional compensation form outlining terms of payment to Payroll. Payroll will wait for Human Resources' approval to process.*

1. Request originated by: \_\_\_\_\_  
Account Executive/Department Head Date

2. Nature of services requested *(please provide a brief description of the service requested, approximate date of initiation, and duration of service):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are the services described above available through University-sponsored activities, programs, or departments?

Yes  No

4. Exempt staff member to be retained in consultant capacity and proposed amount:

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_

5. Signature of Requestor: \_\_\_\_\_  
Date

**FORWARD TO: Supervisor of the exempt staff member whose services you wish to retain.**

*Items 6 through 11 are to be completed by the Supervisor and Department Head of the exempt staff member.*

6. Please provide a brief description of the duties and responsibilities which comprise the staff member's current position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(over)*

7. Are the services requested by the originating department significantly different from . . .  
 . . . the services provided by exempt staff member's current position?  Yes  No  
 . . . the services generally provided by your department?  Yes  No
8. If this request is approved, will the assumption of these consulting duties interfere in any way with the performance of the staff member's regular duties and responsibilities?  
 Yes  No
9. If this request is approved, will the staff member be scheduled for vacation time during the period that the consulting services are provided?  
 Yes  No If no, explain \_\_\_\_\_
10. If this request is approved, will the identified staff member have your permission to accept this offer to serve as a consultant to the requesting department?  
 Yes  No

11. Completed by: \_\_\_\_\_ Date \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head

**FORWARD TO: Human Resources, 428 Brodhead Avenue**

*Items 12 through 14 are to be completed by Human Resources. Human Resources forwards request to the Payroll Office.*

12. Have all the policy provisions been met?  Yes  No
13. Request is:  Approved  Denied

If denied, provide reasons for denial:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Completed by: \_\_\_\_\_ Date \_\_\_\_\_  
 Name/Title

## On-Campus Professional Consulting

**Policy Number:** *HR-215*

**Effective Date:** *August 13, 1987 (Updated April 2006)*

**Applicability:** *Exempt Staff*

**Cross Reference:** *HR-421 Professional Consulting*  
*HR-420 Professional Volunteering*

### **Introduction:**

This policy was established to provide guidance and procedures for those situations where an exempt staff member provides consulting services for another Lehigh University department.

### **Policy Provisions:**

A member of Lehigh's Exempt Staff may be retained and compensated to provide consulting services to a department with which the staff member is not affiliated only if:

1. The service to be provided does not fall within the scope or nature of the position the staff member holds.
2. The service to be provided is not available to the requesting department from any other University source.
3. The service does not create a conflict of interest nor is it unethical for the exempt staff member to provide the service and receive compensation for it.
4. The exempt staff member's department head gives permission for both the service and compensation.
5. The exempt staff member renders said service on his/her own time, such as evenings, weekends, or vacation time. Vacation time must be reported if services are performed during normal business hours.
6. The "Request to Retain On-campus Consulting Services" has been properly processed and approved prior to the services being rendered and the rate of pay has been approved by Human Resources.

A "Request to Retain On-campus Consulting Services" may be denied if any of the criteria listed above is not met. Requests are approved by Human Resources.

**NOTE:** The *Professional Consulting Policy* and the *Volunteer Service Policy* outline the University's policy on staff members performing external consulting activities (outside of the University) and do not specifically address internal consulting activities.