

Name of Policy	Interim Policy - Paid Inside Work	
Description of Policy		
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>	
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	

Table Of Contents

1	BACKGROUND AND INTRODUCTION	1
1.1	Background	1
1.2	Introduction	1
2	DEFINITIONS	2
3	IMPLEMENTATION	2
3.1	Overview	2
4	UNIVERSITY-BASED PAID INSIDE WORK	2
4.1	Paid Inside Work	3
4.2	Application for and Approval of Paid Inside Work	4
4.3	Disbursement of Income	5
5	COSTS AND PAYMENTS	5
6	REPORTING PAID INSIDE WORK	6
7	NON-COMPLIANCE	6
8	GRIEVANCES	6
9	REVIEW	6
10	FURTHER ASSISTANCE	6

Attachment 1

Paid Inside Work Application Form

Attachment 2

Paid Inside Work Activity Reporting Pro Forma

PAID INSIDE WORK POLICY AND PROCEDURES

1 BACKGROUND AND INTRODUCTION

1.1 Background

This policy has been developed to provide a context in which suitably qualified staff may provide services to the University separate from their normal work and receive payment for such work. It will be reviewed 12 months from the date of approval and amended as required.

1.2 Introduction

1.2.1 These provisions apply to all full-time staff members and those part-time staff members whose fractional appointment is at a time fraction of 0.6 or above.

1.2.2 The University accepts that Paid Inside Work by staff is both appropriate and beneficial. However, limitations need to be imposed on the nature and extent of these activities in the interests of the University, its operations and its community of scholars and students.

1.2.3 These limitations are expressed as overall guidelines rather than detailed rules covering specific projects, consultancies or activities.

1.2.4 In relation to Paid Inside Work, the University must ensure that:

- the work will not impinge upon the normal operations of the University or the satisfactory performance of the responsibilities of a member of staff as an employee of the University;
- University resources are used ethically and appropriately;
- University resources are not used without prior approval;
- the activity is not injurious to the reputation of the University;
- the work is not of a character, or performed under conditions that would compromise the staff member's ethical, professional or in the case of academic staff her or his independent academic status;
- the work flows from the staff member's academic or professional expertise and is of an appropriate nature;
- the activity does not create a conflict of interest for the staff member in relation to her/his normal duties or interfere with the efficient discharge of her/his responsibilities;
- academic staff engaging in Paid Inside Work do so as a part of the 48 days per year (i.e. one day for each working week discounting annual leave time), or general staff engaging in Paid Inside Work do so as a part of the 15 days per year available to them as Paid Outside Work (this time allowance shall be pro-rated where staff are employed on a fractional basis) (See: parallel Paid Outside Work policy);
- any time utilised by a member of University staff for Paid Inside Work shall be counted as a part of the allowance otherwise available either to an academic or general staff member under the provisions of both the separate Paid Outside Work Policy and the Community Service Voluntary Outside Work Policy; and,
- activities conducted by general staff would not otherwise be subject to overtime arrangements.

- 1.2.5 The University places great reliance on the judgement and integrity of its staff to ensure that Paid Inside Work is undertaken responsibly. However, because of the potential implications of Paid Inside Work on the University, its operations and its community of scholars and students, staff must obtain approval prior to accepting or agreeing to undertake the activity.
- 1.2.6 Approval of all Paid Inside Work is vested in the Executive Team member responsible for the work unit of the staff member undertaking the inside work activity. The Executive Team member will report at the end of each calendar year to the Senior Staff member responsible for the work unit.

2 DEFINITIONS

The following words shall have the meanings given below for the purpose of this Policy:

“Approving Officer” means a person delegated to approve applications for Paid Inside Work. This is the Executive Team member responsible for the work unit of the staff member undertaking the inside work activity.

“Professional Pursuits Account” means an account established at the University into which payments made to a member of staff for conducting approved Paid Inside Work may be remitted.

“Paid Inside Work” means the provision of professional services to an internal ACU organisational or functional unit for a fee or other consideration. It includes teaching, facilitation, non-commercial internal research and development, and technical or professional support activities.

3 IMPLEMENTATION

The Head of School or the relevant Manager is primarily responsible for monitoring Inside Work activity and providing guidance to staff regarding application of the Inside Work Policy. The Executive Staff member (Executive Dean/Director) has overall responsibility for monitoring implementation and operation of the policy and for reporting annually at the end of each calendar year to the responsible Senior Staff member for submission to the Vice-Chancellor, as required.

The Vice-Chancellor has final authority in all matters associated with the implementation of this policy.

3.1 Overview

- 3.1.1 All Paid Inside Work by staff members of the University is governed by this policy. This includes teaching, contracting, non-commercial internal research and development work undertaken for the University outside of the staff member’s contracted work role.
- 3.1.2 This policy supersedes all other Paid Inside Work arrangements that have operated previously at the University. All staff engaged in Paid Inside Work at the time that this policy takes effect will be required to ensure that they have appropriate approvals for this Paid Inside Work **within three months of the implementation of this policy**. Failure to obtain such approval in the stated period could result in disciplinary action being taken against a staff member who, thereafter, is involved in Paid Inside Work without approval.

4 UNIVERSITY-BASED PAID INSIDE WORK

Paid Inside Work includes specific professional or academic work undertaken on a fee-for-service contractual basis for a client inside the University. It is initiated by a functional or

organisational unit such as a Faculty, School, Research Centre, Flagship, Directorate or ACUcom.

Appropriate Paid Inside Work, involving the application of the knowledge and expertise of staff, results in important benefits to the University and to the staff member. These benefits include:

- enriching the skills and knowledge base of University staff;
- making specialised knowledge, skills and facilities available to the wider community;
- facilitating collaboration between Faculties, Schools, Research Centres, Flagships, Directorates and ACUcom;
- providing the University, its Faculties, Schools, Research Centres, Flagships, Directorates or ACUcom with additional skills and expertise from existing staff who have a comprehensive knowledge of the University and its Mission and aspirations;
- utilising the skills and knowledge of staff in-house to the benefit of the University and to the benefit and convenience of the staff member who would often otherwise provide such services to other institutions at a distance from ACU.

The type of work undertaken should be consistent with the purposes of the University and the expertise of the staff member, and should be such as to enhance the standing of the University and the professional reputation of its staff.

The types of professional/academic activities that may be provided by a member of staff to an internal work unit of the University include, for example:

- ACUcom teaching activities;
- vacation programs;
- summer and winter schools;
- award and other courses offered outside Australia;
- testing and carrying out evaluative and other studies for internal University purposes;
- preparation of reports for internal University purposes ;
- consultancy projects for internal University purposes;
- professional development activities offered by the University; and,
- facilitating the use of appropriately qualified general staff in University teaching.

These activities will generally be regarded as being carried out as part of the 48 days per year allowed to academic staff or the 15 days per year allowed to general staff for similar pursuits under the Outside Work Policy (See Section 1.2.4).

4.1 Paid Inside Work

Paid Inside Work is to be formally agreed between a staff member, her/his organisational or functional unit and the organisational or functional unit commissioning the Paid Inside Work. It shall be deemed to be approved only when a standard agreement (see: Attachment 1) has been completed. In the case of academic staff, the Head of School/Research Centre/Flagship or other equivalent unit, or in the case of general staff, the senior administrative officer responsible for the functional or organisational unit in which the general staff member works, will be kept fully informed of all contacts and negotiations with individual staff of that unit. The work unit commissioning the Paid Inside Work activity will report annually on Paid Inside Work activities in their organisational or functional unit to the responsible Senior Staff member.

4.2 Application for and Approval of Paid Inside Work

4.2.1 Eligibility

These provisions apply to all full-time and part-time staff members whose appointment is at a time fraction of 0.6 or above. In the case of academics, the staff member must have a full workload to be eligible to engage in Paid Inside Work. Should an academic staff member not have a full workload, they may, with approval, work for another organisational unit as a part of their normal workload. The receiving unit may compensate the releasing unit for the time absent from their normal workplace at a rate agreed between the two work units.

In the case of general staff, the activity should not otherwise be covered by the overtime provisions of the University enterprise agreement.

These arrangements do not apply for part-time staff members employed at a time fraction below 0.6 and casual staff members. Other arrangements may be negotiated on a case-by-case basis to cover the terms upon which they may participate in Paid Inside Work.

4.2.2 Conditions that must be met by a staff member making application for Paid Inside Work are as follows:

4.2.2.1 A staff member, with the prior approval of the appropriate approving officer as defined may undertake Paid Inside Work where such work and any concurrent Paid Outside Work or University Community Service Voluntary Outside Work in the case of academic staff does not exceed 12 days, or in the case of general staff does not exceed 3.75 days, in each quarter of a calendar year. With prior permission, the days available each quarter may be averaged over the full calendar year within a maximum of 48 days for academic staff or 15 days per annum for general staff, as appropriate. Before giving approval, the Executive Team member approving the application shall ensure that the conditions in Section 1.2.4 will be met.

4.2.2.2 When it is anticipated that appropriate Paid Inside Work is likely to exceed 48 days in any year, in the case of academic staff, or 15 days in the case of general staff, and all other conditions in Section 1.2.4 have been met, the appropriate approving officer, as defined, may approve up to 12 additional days for academic staff, or 3 additional days for general staff, for the calendar year, which must be taken as recreation leave, leave without pay, long service leave, community service leave or, in the case of general staff only, time-in-lieu where such an entitlement has been accrued.

4.2.2.3 General staff who wish to carry out a Paid Inside Work activity during their ordinary hours of employment will only do so with prior approval and in light of the operating requirements of their functional or organisational unit. General staff will in such circumstances be required to take appropriate leave or make up the time over an agreed period. General staff who wish to carry out Paid Inside Work activities outside their ordinary hours of employment are exempt from these provisions provided the activities do not inhibit the staff member's capacity to fulfil his/her work obligations at the University and provided that the work undertaken is not the same as that for which the staff member is employed to undertake normally at the University. If required, the Deputy Vice-Chancellor, Administration and Resources will provide advice on the matter.

4.2.3 Approval Arrangement for Paid Inside Work

All applications for Paid Inside Work are to be submitted on the Paid Inside Work application form (see: Attachment 1) available from the Human Resources. Paid Inside Work may only be undertaken where the appropriate prior approval of the University has been obtained.

Paid Inside Work shall be deemed to be approved only when a standard application has been completed including all of the following:

- 4.2.3.1 a brief description of the Paid Inside Work activity, including authorisation by the relevant Head of School/Manager requisitioning the activity and endorsed by the Executive Team member responsible for the area requisitioning the activity;
- 4.2.3.2 financial information pertaining to payment which may be related to existing casual pay rates or a prior agreed fixed amount depending on the nature of the activity. Payments made other than in line with existing pay rates should be appropriate to the professional field in which the Paid Inside Work is undertaken;
- 4.2.3.3 a recommendation by the nominated supervisor to whom the staff member reports, including a statement to the effect that the staff member concerned is satisfactorily performing her/his normal duties of employment in accordance with her/his contract of employment; and the approving officer has no justifiable objection to the staff member carrying out the proposed Paid Inside Work;
- 4.2.3.4 signature of the staff member intending to perform the proposed Paid Inside Work;
- 4.2.3.5 authorisation by the Executive Team member responsible for the work unit in which the staff member works.

4.3 Disbursement of Income

- 4.3.1 The work of a staff member who generated the income may:
 - establish an appropriate entitlement in her/his Professional Pursuits Account which may be called upon by her/his for legitimate professional activities; or,
 - be paid into her/his private bank account, after deduction of tax; or,
 - be compensated for through workload adjustment where she/he does not have a full workload.

In the case of payment, staff must indicate how any such income generated is to be assigned at the time approval is sought to undertake the activity.

No monies will be paid for Paid Inside Work:

- unless prior approval has been given in line with these requirements; or
- into a company conducted by a member of staff.

[NB: For information on Professional Pursuits Accounts see separate policy titled: Professional Pursuits Accounts].

- 4.3.2 All income deposited in a Professional Pursuits Account will incur a standard University overhead deduction of 15%.

5 COSTS AND PAYMENTS

All costs required for payments associated with Paid Inside Work are the responsibility of the organisational or functional unit which commissions the Paid Inside Work for which a payment is proposed.

This organisational or functional unit is therefore responsible, in line with existing financial and other delegations, for fully managing the financial and administrative arrangements for those Paid Inside Work activities arranged by it. Any requests for payment received by the Payroll Office that do not have the appropriate authorised approval will be returned to the person who submitted the payment request, and in line with Section 4.3.1 no monies will be paid.

6 REPORTING PAID INSIDE WORK

6.1 Staff members who undertake Paid Inside Work of any type are required to provide to the appropriate approving officer, as defined, a written statement annually outlining this work and certifying compliance with relevant University policies and ethical standards (a Paid Inside Work Activity Reporting form is provided as [Attachment 2](#)). The approving officer should endorse these reports as accurate with respect to the time involved.

6.2 All Executive Team members who have approved Paid Inside Work will provide a report at the end of each calendar year to the Senior Staff member level member to whom they report for submission to the Vice-Chancellor.

7 NON-COMPLIANCE

If a staff member is engaged, without approval, in Paid Inside Work activities as defined in this policy, the Executive Team member to whom the officer reports must request that the activity cease immediately and that appropriate approval be obtained before it may be resumed.

The University will not make payment for Paid Inside Work activities that have been performed without appropriate prior approval (See: [Section 4.3.1](#)).

In the event of her/his non-compliance with the directives of this policy, a staff member will be subject to the disciplinary procedures set out in the relevant enterprise agreement covering either academic or general staff at the University.

8 GRIEVANCES

Any grievance arising from the application of these arrangements shall be managed using the Grievance Management for Staff Policy. If the nominated supervisor is unable to resolve the matter, it may be referred to the relevant Executive Team member.

9 REVIEW

The University will develop a process for reviewing the effectiveness of the policy and processes established by this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any staff member wishing to suggest improvements to the Paid Inside Work Policy is invited to forward their suggestions to the Director, Human Resources.

10 FURTHER ASSISTANCE

Any staff member who requires assistance in understanding the Paid Inside Work Policy and Procedures should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.

**PAID INSIDE WORK
APPLICATION FORM**

The completed application (including the signed certification by the relevant head of organisational/functional unit) should be submitted to the relevant Executive Team member for approval.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

SECTION A: (To be completed by the by the head of the organisational/functional unit requesting a staff member from another Organisational/Functional Unit to undertake any Paid Inside Work as outlined in section 4 of the University Policy on Paid Inside Work. It is the responsibility of the requesting Manager or Head of School/Flagship/Centre to provide all details necessary to enable an assessment of the activity and to forward the proposed agreement to the authorising officer for approval. The appropriate approval to undertake any paid inside work must be received prior to the commencement of any such activity.

DETAILS OF STAFF MEMBER BEING COMMISSIONED

Name:	Academic/General (please indicate):
Full-time/Part-time (please indicate):	If part-time – employment fraction:
Current annual salary rate:	Current hourly rate:
Faculty/Directorate:	School/Work unit:
Campus:	Telephone extension:

DESCRIPTION OF PROPOSED ACTIVITY

(This description should provide sufficient information to permit evaluation of the appropriateness of the proposed activity in terms of the guidelines set out in the Outside Work Policy).

Brief description of work to be undertaken:

.....

.....

.....

.....

.....

.....

.....
.....

Proposed duration of activity:

Start date _____ **Finish date** _____

Proposed time commitment required: _____ **hours per week for** _____ **weeks**

Proposed arrangements for remuneration (please tick relevant box):

- Payment will be at an hourly rate of \$_____
- Payment will be in the form of a lump sum of \$_____ paid on completion of project
- Payment will be made to the staff member's organisational/functional unit
- Payment will be made to the staff member according to the arrangements set out in Section C (below)

Signature of requisitioning officer:

..... Date:
Head of School/Research Centre/Flagship/Manager of Work unit

RECOMMENDATION:

The proposed activity as outlined above is recommended/not recommended (strike out whichever not applicable)

..... Date:
Executive Dean/Director

SECTION B (To be completed by the staff member's nominated supervisor)

DECLARATION BY STAFF MEMBER'S NOMINATED SUPERVISOR:

(please tick appropriate boxes)

I (supervisor's name) hereby certify that the proposal for (staff member's name) to undertake the Paid Inside Work activity as outlined above is supported/not supported (delete whichever is not applicable) by the School/Flagship/Centre/Work unit.

Reasons for not supporting the proposal:

.....
.....
.....
.....
.....
.....

The staff member will be able to undertake the proposed activity within normal workload. Internal transfer of funds for the costs associated can be made to/...../...../.....

- The staff member will be able to undertake this activity in addition to normal workload and is to personally receive remuneration for the work performed.

Signed: Date:
Nominated Supervisor

SECTION C: (To be completed by the staff member being commissioned to undertake the activity)

DECLARATION BY STAFF MEMBER:

I (staff member's name) hereby declare that:

1. I have read and understood the University Paid Inside Work Policy and the requirements contained therein and this activity will not contravene those requirements.
2. I am willing and able to undertake the proposed activity in accordance with the arrangements set out in Section A and Section B of this application.

Payment arrangements (* This can be allocated to a Professional Pursuits Account at the staff member's discretion. Please indicate by ticking the box below):

I wish to receive payment for this activity as part of normal salary

I wish to allocate my payment to a Professional Pursuits Account

Existing Professional Pursuits Account number: **or**

A new account is to be established.

Signed: Date:
(Staff member)

SECTION D:

APPROVAL: (To be authorised by the Executive Team member responsible for the staff member's work unit)

The proposed activity is approved/not approved (strike out whichever not applicable)

..... Date:
Approving Officer

ACTIVITY REPORTING PRO FORMA

Note: This pro forma must be completed by ALL staff who have engaged in any form of Outside Work or Inside Work activity in the previous calendar year and be submitted to the approving officer by no later than 28 February in each following year.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

STAFF MEMBER'S DETAILS

Name:(please print)
School/Work unit:
Faculty/Directorate:.....
Campus: Telephone ext:

CATEGORIES OF ACTIVITY [please indicate by ticking the relevant box(es)]

- | | |
|--|--|
| 1. <input type="checkbox"/> Outside Work | 2. <input type="checkbox"/> Community Service Voluntary Outside Work |
| 1.1. <input type="checkbox"/> University-based Paid Outside Work | 2.1 <input type="checkbox"/> University-Based |
| 1.2 <input type="checkbox"/> Private Paid Outside Work | 2.2 <input type="checkbox"/> Private |
| 3. <input type="checkbox"/> Inside Work | |

Activities:

- | | |
|---|---|
| 1. <input type="checkbox"/> External consultancy | 5. <input type="checkbox"/> Company directorships |
| 2. <input type="checkbox"/> Private professional practice | 6. <input type="checkbox"/> Professional work (eg expert witness) |
| 3. <input type="checkbox"/> Membership of external bodies | 7. <input type="checkbox"/> Short courses for external clients |
| 4. <input type="checkbox"/> Other (please specify): | |

.....

SUMMARY REPORT ON ACTIVITIES

For each of the above activities, please supply the following information (please attach additional pages if required):

- | | |
|-----------------------------------|--|
| 1. Category of activity | 4. Duration of actual activity (including from/to dates) |
| 2. Short title of actual activity | 5. University facilities used (if any) |
| 3. Name of recipient | |

DECLARATION BY STAFF MEMBER

Total number of days (year ending 31 December) engaged in Paid or Community Service Voluntary Outside Work Activities as approved: _____ days

Staff member:

Name: (Please print).....

Signature:

Date:

Head of School/Manager/Work Unit:

Name: (Please print)

Signature:

Date: