

Lewis Center for Educational Research

**AR 4136: PERSONNEL
NON LCER EMPLOYMENT REGULATIONS**

Adopted: June 5, 2003

Revised:

The Foundation Board recognizes that LCER employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's duties or to the duties, functions or responsibilities of the LCER.

Such outside activities may be prohibited if they:

1. Involve the use of LCER time, facilities, equipment or supplies, or the name, prestige or influence of the LCER for private gain or advantage.
2. Involve the acceptance of any money or other consideration, from any person or agency other than the LCER, for the performance of any act which the LCER would normally consider a part of the duties of the employee.
3. Involve the performance of an act as part of the employee's outside activities, which may later be subject to the control, approval, inspection, review, audit or enforcement of any other officer or employee of the LCER.
4. Make such time demands of the employee that there is interference with the proper discharge of the employee's duties.
5. Would be unethical, bring disrepute to the LCER, or cause poor public relations between the LCER and the community.

Consulting

The Board recognizes the benefits, which may accrue, to LCER and staff members who serve as consultants to other educational agencies. However, in order to assure that such service does not interfere with the employees' responsibility to the LCER, the following procedures shall be followed:

1. Employees of the LCER, when officially representing the LCER, shall not receive compensation other than for expenses not otherwise reimbursed, for service to another agency.
2. Compensation to the LCER shall be made when LCER staff members provide consulting services to other agencies as part of their LCER assignment. Such compensation may be monetary or reciprocal services. Compensation levels shall be determined by the CEO or designee.
3. All requests for consulting must be approved by the CEO or designee.
4. No individual shall engage in consulting activities as an official representative of the LCER in excess of three days per academic year, without prior approval of the Board.
5. An employee, serving as a consultant on a private basis not officially authorized by the CEO, shall in no way indicate that he/she is a representative of the LCER. Such private consulting shall be conducted outside of the normal workday.