

University of Kentucky

Outside consulting for pay or benefit

For many years employees of institutions of higher education, because of their special knowledge, education, or research, have been involved in consulting to businesses, government, and others outside of their normal job assignment. In some instances they receive pay for these consulting services. Many institutions provide a certain number of days (paid or unpaid) per year for their employees to do such consulting. In all instances, Kentucky Extension employees are not permitted to make consultations within the state.

Steps that must be followed to consult outside the state:

- Advance approval by the state Director or his/her designee is required.
- Ensure that consulting is done by the employee as a private citizen and not as an Extension employee. This includes avoidance of use of official position in solicitations for commercial or group activities such as overseas tours, etc. The institution's name, use of facilities and materials, etc. should not be used without prearranged approval.
- Consulting shall be done on the employee's own time (i.e., approved consulting time, vacation or other approved leave time).