

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-003
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<b>TITLE:</b> <b>Consulting</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i>  <hr/> Director, EHS
<b>SOP Author:</b> Lou DiBerardinis	

Consulting privileges for full time EHS professional staff are available only on the following terms and conditions:

1. Consulting is a privilege and not a benefit or a legal entitlement. Consulting privileges may be terminated or suspended at any time effective immediately upon notice.
2. The overriding principle is that each employee's first professional duty is to MIT. Employees are expected to fully perform their responsibilities for work at MIT, and to do so well, as a priority before spending time on outside consulting and other activities. This includes duty to MIT in on-call or off hours response activities.
3. Except in unusual circumstances approved by the Department Director and the EHS Headquarters Office, consulting privileges are only available to professional staff at the Assistant Officer level and above, who perform their MIT responsibilities consistently at least at an above average level, based on their performance evaluations and supervisor's assessment of on-going performance.
4. If an employee can first perform his or her responsibilities to MIT well, and consulting is kept to an appropriate level, consulting can provide experiences that enhance the employee's professional skills and development.
5. Subject to each employee's first responsibility to perform well for and at MIT, the policy is to allow up to 12 days of MIT time to be used each year for consulting. There may be periods when due to the work demands at MIT, primary responsibilities cannot be fulfilled well when 12 days of consulting, or even any days of consulting, are undertaken on MIT time. At such times, less or no consulting is allowed.
6. Employees are expected to exercise good judgment in satisfying the requirements of this policy. If consulting interferes with an employee's primary responsibility to MIT and EHS customers, then, in addition to having consulting privileges terminated or suspended, the employee's failure to exercise good judgment, failure to prioritize MIT responsibilities first, and resulting deficiency in performance will be taken into consideration as part of performance management and evaluation, and compensation reviews.
7. For new employees (permanent FTE's) this policy will apply after 1 full year of employment provided he/she has performed consistently at an above average level during the first year of employment.
8. It is recognized that while up to 12 days of consulting is allowed on MIT time, there is no restriction on the use of personal time (vacation, etc.) for consulting. All consulting, whether on MIT or personal time, is subject to the standard MIT Conflict of Interest Policies and other applicable policies.
9. The up to 12 days of consulting time must be used within the Fiscal Year and cannot be carried over to the next year.
10. This policy does not apply to FTE Term, MITemp, part-time or temporary positions.