Paid Inside Work Policy

Section 1 - Background

(1) The University recognises that paid inside work by staff is both appropriate and beneficial. Benefits to the University and staff include:

a. enriching the skills and knowledge base of University staff;
b. making specialised knowledge, skills and facilities available to the wider community;
c. facilitating collaboration across the University;
d. providing the University with additional skills and expertise from existing staff who have a comprehensive knowledge of the University and ACU Mission, Identity and Values and aspirations;
e. 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.

(2) This Policy outlines the arrangements in which suitably qualified staff may provide services to the University separate from or in addition to their normal work and receive payment for such work.

Section 2 - Policy Statement

(3) The Paid Inside Work Policy provides a framework in which all inside work is considered for approval by a delegated officer so that the University is fully informed and staff are able to pursue professional development and other opportunities that are separate from or in addition to their normal work and earn additional income for themselves.

(4) All paid inside work must be approved in advance. The maximum time applicable to paid inside work is as follows:

a. Academic Staff - up to 24 days per year (i.e. half a day for each working week discounting annual leave time) as part of the Paid Outside Work allowance;
b. Professional Staff - up to 15 days per year as part of the Paid Outside Work allowance;
c. Fractional or part time staff - the relevant maximum for Academic Staff or Professional Staff, as applicable, is pro-rated.

(5) Paid inside work does not replace an individual staff member's annual hours of work or requirements for availability.

(6) Paid inside work should be consistent with the purposes of the University and the expertise of the staff member, and enhance the standing of the University and the professional reputation of its staff.

Section 3 - Policy Purpose

(7) This Policy outlines the conditions under which paid inside work may be undertaken and the obligations of the University and staff in relation to paid inside work.

Section 4 - Definitions

Term	Definition
Paid Inside Work	means the provision of professional services to an internal ACU organisational or functional unit that is outside of the staff member's contracted work role for a fee or other consideration. It includes teaching, facilitation, non-commercial internal research and development, and technical or professional support activities.
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.

Section 5 - Application of Policy

(8) This Policy applies to all continuing and fixed-term, full-time, fractional and part-time staff of the University.

(9) 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:

a. teaching activities;
b. vacation programs;
c. summer and winter schools;
d. award and other courses offered outside Australia;
e. testing and carrying out evaluative and other studies for internal University purposes;
f. preparation of reports for internal University purposes;
g. consultancy projects for internal University purposes;
h. professional development activities offered by the University; and,
i. facilitating the use of appropriately qualified Professional Staff in University teaching.

Section 6 - Roles and Responsibilities

(10) The requesting manager is responsible for providing all the necessary details to enable an assessment of the activity and ensuring that the proposed paid inside work is formally approved prior to any work commencing. Paid inside work shall be deemed to be approved only when the relevant application for approval form has been completed and signed by the delegated officer (as defined in the Delegations of Authority Policy and Register).

(11) In relation to Paid Inside Work, the University's rights and obligations in deciding whether or not to approve paid inside work for the staff member are to ensure that:

a. the work will not impinge upon the normal operations of the University or the satisfactory performance of the responsibilities of the member of staff as an employee of the University;
b. the work will not impact upon the staff member's required hours of work;
c. the work flows from the staff member's academic or professional expertise and is of an appropriate nature;
d. the activity does not create a conflict of interest or perception of conflict of interest for the staff member in relation to her/his normal duties or interfere with the efficient discharge of her/his responsibilities;
e. any time utilised by a member of University staff for Paid Inside Work shall be counted as a part of the time allowance available either to an Academic or Professional Staff member under the provisions of the separate Paid Outside Work Policy;
f. activities conducted by Professional Staff would not otherwise be subject to overtime arrangements; and

g. an Academic staff member has a full annual academic workload of 1595 hours (or pro rata for fractional Academic Staff) prior to considering and approving paid inside work activities.

(12) The Paid Outside Work Policy provides for up to twenty four (24) days per year for Academic Staff and up to fifteen (15) days per year for Professional Staff.

(13) The obligations of staff undertaking paid inside work are to ensure that:

a. they are granted approval to undertake the work prior to commencement of the paid inside work;
b. the work does not impact on the performance of their normal ACU duties, or impinge upon the normal operations of their substantive organisational unit;
c. the work does not interfere with their requirements for availability and undertaking their normal workload;
d. the work flows from the staff member's academic or professional expertise and is of an appropriate nature;
e. the activity does not create a conflict of interest or perception of conflict of interest for the staff member in relation to their normal duties or interfere with the efficient discharge of their responsibilities;
f. they have a minimum annual academic workload of 1515 hours (or pro rata for fractional Academic Staff) prior to considering any paid inside work (applies to Academic Staff).
g. they carry out paid inside work activities outside their normal hours of employment. Professional 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. Professional Staff will in such circumstances be required to take appropriate leave or make up the time over an agreed period. The staff member's nominated supervisor may also request that the staff member undertake the work within their normal workload, in which case payment will be made to the staff member's organisational/functional unit.
h. they provide a written statement outlining the work and certifying their compliance with relevant University policies and ethical standards annually to their nominated supervisor, normally as part of the annual Performance Review and Planning process. The approving officer should endorse these reports as accurate with respect to the time involved.

(14) Members of the Executive (as defined in the Delegations of Authority Policy and Register) who have approved paid inside work are responsible for maintaining a register of paid inside work undertaken and declared by staff in their organisational area; and report all occurrences to the Member of the Senior Executive at the end of each calendar year, for annual reporting to the Chief People Officer and Vice-Chancellor and President.

(15) Other arrangements may be negotiated on a case-by-case basis to cover the terms upon which staff may participate in paid inside work.

(16) The Vice-Chancellor and President has final authority in all matters associated with the implementation of this Policy.

Section 7 - Process

(17) Paid inside work is initiated by a functional or organisational unit, with the requesting manager responsible for providing all the necessary details to enable an assessment of the activity and obtaining the appropriate approvals prior to the commencement of any related activity.

(18) Paid inside work is to be formally agreed between a staff member, their organisational or functional unit and the organisational or functional unit commissioning the paid inside work.

(19) Paid inside work will not be supported and approved:

a. for Academic staff who do not have a minimum annual academic workload of 1515 hours (or pro rata for fractional Academic Staff);
b. for staff who are not performing all the requirements of their substantive role, and/or who are underperforming (i.e. where the staff member has been assessed as not performing their duties to a satisfactory standard for a competent staff member through the annual performance review and planning process);
c. if the paid inside work will impede the capacity of the staff member to take recreation leave.

(20) If a staff member is engaged, without approval, in paid inside work activities as defined in this Policy, the Member of the Executive to whom the staff member reports must instruct that the activity cease immediately and that appropriate approval be obtained before it may be resumed.

(21) The University will not make payment for paid inside work activities:

a. that have been performed without appropriate prior approval;
b. into a company conducted by a member of staff.

(22) Payment for paid inside work activities may be made in a number of ways. This includes payment at an hourly rate, payment in a lump sum, or payment to the staff member's organisational/functional unit.

(23) If a staff member breaches the provisions of this Policy, they may be subject to disciplinary action in accordance with the provisions of the Code of Conduct for Staff and the relevant Enterprise Agreement.

(24) Income generated by paid inside work by staff may be:

a. allocated to a Professional Pursuits Account which may be called upon for legitimate professional activities (Academic Staff only); or,
b. paid into the staff member's private bank account, after deduction of tax.

(25) All income deposited in a Professional Pursuits Account will incur a standard University overhead deduction of 15%.

(26) It is the responsibility of the requesting manager to advise People and Capability of circumstances where work does not proceed or is not completed as outlined in the Paid Inside Work Approval Form and approved by the Member of the Executive so that payments are not made to the staff member.

(27) It is an audit requirement that Members of the Executive (as defined in the Delegations of Authority Policy and Register) maintain a register of paid inside work undertaken for staff in their organisational unit and report all occurrences to the Member of the Senior Executive at the end of each calendar year, for annual reporting to the Deputy Vice-Chancellor (Corporate) and Vice-Chancellor and President.

Section 8 - Revisions made to this Policy

(28) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
18 December 2014	Major	This Policy has been updated to meet the University's changing requirements and provide better clarity around paid inside work arrangements.
18 February 2019	Editorial	Updated to include reference to ACU Staff Enterprise Agreement 2017-2021.

(29) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about the Policy may forward their suggestions to People and Capability.

Section 9 - Further Assistance

(30) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 10 - Associated Information

(31) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability