

# Augusta University

## Policy Library

# University System of Georgia Employee Consultant Services

**Policy Owner: Human Resources**

### **POLICY STATEMENT**

The University System of Georgia recognizes that there may be circumstances under which one of its member institutions may seek the services of the employee of another University System institution on a part-time basis. Such circumstances are generally of limited duration, and the employee whose services are sought maintains his/primary appointment with his/her current institution. Due to the complexities of payroll-related reporting, only one institution may record and report the complete payroll activity for the shared employee. In addition, Georgia law is specific as to the types of services that can be utilized between University System units and requires that in each instance an agreement between institutions must be consummated. (Code Section 45-10-25, "Exceptions to prohibitions on transactions with State Agencies.")

To set forth the procedures to be used by Budget Units to request authorization for utilizing employees of other University System of Georgia units.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

### **DEFINITIONS**

- Eligible Transactions – Part-time employment of a chaplain, fireman, any person holding a doctoral or master's degree from an accredited college or university, a licensed physician, dentist, or psychologist, a registered nurse or licensed practical nurse, a certified oral or manual interpreter for deaf persons or services as a teacher or instructor of an evening or night course or program.
- Requesting Institution – The institution that needs a specific service must state the service to be performed and the need for such service. In addition, the requesting institution must justify obtaining the part-time services of a University System employee in lieu of utilizing someone not presently employed by the University System.
- Providing Institution – The institution that employs the individual whose services are requested shall certify in writing that the person is available to perform such services

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 637

**Policy Sponsor:** Type the title of the Executive Leader of the department.

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**Last Review:** 06/09/2017

and that the performance of such service will not have a detrimental effect on the performance of said person's employment.

- Chief Executive Officer – The attorney general's office has determined that "... The chief executive officer of each unit of the University System of Georgia should provide the necessary authorization (July 19,1994).Board of Regents: The governing body of the University System of Georgia
- Joint Staffing: The practice of employing faculty and other personnel by two or more institutions within the University System of Georgia during the same period of time when approval requirements have been met. See policy of the University System of Georgia at:  
[http://www.usg.edu/business\\_procedures\\_manual/section5/manual/C1235/#p5.3.3\\_joint\\_staffing](http://www.usg.edu/business_procedures_manual/section5/manual/C1235/#p5.3.3_joint_staffing)

## **PROCESS & PROCEDURES**

### **1.0 REQUESTOR/PROJECT DIRECTOR**

- 1.1. Obtain and complete, where appropriate, two copies of the "University System of Georgia Employee Consultant Services Agreement Between Institutions" and the "Grant/Contract/Agreement Routing Sheet" forms and forward to department chairman/division director. In those instances where the requestor is acting as the "providing institution" it is possible that there may be a substitute form for the "University System of Georgia Employee Consultant Services Agreement Between Institutions".

### **2.0 DEPARTMENT CHAIRMAN/DIVISION DIRECTOR**

- 2.1. Review forms submitted and approve by signing the Grant/Contract/Agreement Routing Sheet as department chairman/division director and forward with 2 copies of signed agreement to vice president/dean/hospital executive director for action. If not approved, notify requestor/project director of denial.

### **3.0 ICE PRESIDENT/DEAN/HOSPITAL EXECUTIVE DIRECTOR**

- 3.1. Receive, review forms as submitted, and if approved, sign routing sheet as vice president/dean/ hospital executive director and forward to the Division of Sponsored Program Administration. If not approved, notify department chairman/division director of denial.

### **4.0 DIVISION OF SPONSORED PROGRAM ADMINISTRATION**

- 4.1 Receive two copies of the "University System of Georgia Employee Consultant Services Agreement Between Institutions" and the completed "Grant/Contract/ Agreement Routing Sheet". These forms will be logged in and routed for the president's consideration.

## **5.0 PRESIDENT**

- 5.1 Will receive, review, approve or deny the agreement in question and return to the Division of Sponsored Program Administration. The president will sign approved agreements.

## **6.0 DIVISION OF SPONSORED PROGRAM ADMINISTRATION**

- 6.1 Will receive signed/denied agreement from President's Office and notify requestor/project director of status. The Division of Sponsored Program Administration will then return documents to requestor/project director in reverse order of steps above.

## **7.0 REQUESTOR/PROJECT DIRECTOR**

- 7.1 Receive approved agreement from department chairman/ division director and submit signed contracts (2 copies) to colleague at the sister institution for them to process via their designated contract routing process.
- 7.2 Maintain contact with colleague at sister institution and obtain one signed agreement upon approval by the other University president; forward signed copy to the vice president for academic affairs for his files.

## **8.0 VICE PRESIDENT FOR ACADEMIC AFFAIRS**

- 8.1 Will retain a copy for his files.
- 8.2 Will notify the vice president/dean/hospital executive director that the president has approved the contract.

## **9.0 VICE PRESIDENT/DEAN/HOSPITAL EXECUTIVE DIRECTOR**

- 9.1 Will notify the department chairman/division director and requestor/project director that the president has approved the contract.

## **10.0 CONSULTANT**

- 10.1 Perform requested services
- 10.2 Transmit required documentation – signed invoices with receipts for lodging, common carrier, etc. to requestor of services.

## **11.0 REQUESTOR/PROJECT DIRECTOR**

- 11.1 Verify that services performed were satisfactory and that required documentation has been presented.

**11.2** Prepare a check request, attach documentation for payment and a copy of the approved “University System of Georgia Employee Consultant Service Agreement Between Institutions” form.

**11.3** Sign check request and submit to the Travel Office for processing.

## **12.0 TRAVEL OFFICE**

**12.1** Review check request for proper documentation and transmit information for check preparation.

## **13.0 VENDOR ACCOUNTING**

**13.1** Disburse check according to instructions on the check request form.

**NOTE:** Completion of the “University System of Georgia Employee Consultant Services Agreement Between Institutions” form does not preclude completion of the institution’s “Outside Activity Form” as required by the department chairman/division director.

## **REFERENCES & SUPPORTING DOCUMENTS**

- USG Policy: [http://www.usg.edu/business\\_procedures\\_manual/section5/C1235/](http://www.usg.edu/business_procedures_manual/section5/C1235/)  
Section: 5.3.3
- Employee Compensation Agreement Form
- The “University System of Georgia Employees Consultant Services Agreement Between Institutions” (Exhibit I - available as an interactive PDF form or from the Legal Office, 1-4018) can be duplicated as they are needed.
- The “Grant/Contract/Agreement Routing Sheet” can be obtained from the GHSU Division of Sponsored Program Administration (Exhibit II – available from the Division of Sponsored Program Administration, 1-2592). It is the intention of this policy that the routing process follow the existing Grant/Contract/ Agreement routing process. It is possible that other University System units may have forms that they have designed which may differ from ours but will be acceptable.

## **RELATED POLICIES**

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## **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017