

Regulations for Senior Academic and Administrative Officers on External Professional Activities for Pay and Honoraria

In accordance with the Board of Governors' policy on Conflict of Interest and Commitment (*UNC Policy Manual*, 300.2.2), University personnel sometimes may engage in compensated activities that are not a part of University employment. For example, some sit on boards of directors of various private corporations, pursue opportunities that fall within the Board of Governor's definition of external professional consulting, or conduct official duties as a State employee for which an honorarium is received. In those instances when a Senior Academic and Administrative Officer (SAAO) engages in these types of activities, the following shall apply:

1. Pursuit of Private Interests in Which Activities are Compensated

For Senior Academic and Administrative Officers (SAAOs) who pursue activities for pay that are not a part of their University employment, it is important that overlapping compensation be avoided. If an SAAO engages in an activity from which external income is earned, that is not a part of their University employment, annual leave must be used if such activities take place within the conventional work week (i.e., between 8:00 a.m. and 5:00 p.m., Monday through Friday) SAAOs must also file appropriate disclosures of financial interests and "Notices of Intent," in accordance with Board of Governors' policies and Constituent Institution implementing policies and procedures to provide satisfactory assurances that such activity will not interfere with University employment obligations (please refer to *UNC Policy Manual*, 300.2.2 and 300.2.2.1[R] for requirements and procedures related to reporting).

2. Activities for Which an Honorarium is Received

Senior academic and administrative officers may engage in employment-related activities for which an honorarium is received. In those instances when State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the employee's State position or official duties on behalf of the State, the employee shall not receive an honorarium. In these instances the employee may request that the honorarium be paid to the University. The honorarium may be retained by the employee only for activities performed during non-working hours or while the employee is on annual leave, if all expenses are the responsibility of the employee or a third party that is not a State entity and the activity has no relation to the employee's State duties.