

3.10 Hours of Work and Outside Work/Consulting

Macalester supports professional growth by members of its' community. However, employment at Macalester (specifically full time employment) presumes that the College is the primary employer and will take priority. Such employment contemplates that a reasonable amount of overtime may be expected, especially for exempt employees. Time away from your primary work for professional projects, independent study, other employment or consulting activities must generally be undertaken outside the employee's College appointment. The following guidelines will govern exceptions and general procedures for approval and engagement of these opportunities:

1. If an additional opportunity needs to overlap with the primary appointment at the College, approval will be required prior to pursuing and accepting the opportunity (see Approval Process section).
2. Approved additional opportunities that overlap with a primary appointment will be limited to no more than 10% of an individual's FTE. For cases that exceed 10%, it may be required that the individual apply for and be granted a formal leave of absence (see Leave of Absence section).

Approval Process & Guidelines

When opportunities of this nature come about, the individual will need to secure approval from their department chair/manager and the Director, Employment Services in advance. In the case of external grant funding opportunities, this would occur at the time of proposal submission. Criteria for approving a request will include:

1. Duration of the opportunity and the effect on operations at the College.
2. Whether the opportunity directly relates to the individual's professional development within their field of expertise or has a tangible benefit for the College.
3. Concrete and functional plans to cover the individual's work during their absence, must be identified and agreed upon, prior to pursuing the opportunity in question.
4. An alternate schedule for the individual in question identified in advance as a component of the approval process.

Compensation

When these opportunities are funded externally by a grant, requests for supplemental pay beyond the individual's regular compensation may be considered. However, funding organizations most often stipulate that grant funds cannot be paid in parallel to an individual getting their normal pay from Macalester (this includes paid time off benefits). In these situations, the staff member may need to apply for an unpaid leave to work on the project if the guidelines above do not suffice. Awarding additional compensation will be done utilizing the following criteria:

- the work is clearly separate from their regular responsibilities;
- the work takes place outside of normal working hours;
- funding is available to supplement the request; and
- this additional pay is limited to no more than 10% above their current FTE/pay;

Leaves of Absence

In certain situations, it may be necessary for an individual to take a formal leave of absence in order to pursue the opportunity in question. In such cases, the following will apply:

- Staff seeking to take such a leave should complete the College's Request for Leave of Absence Form through Employment Services.
- The staff member will need to make a strong case for the length and the purpose of the leave as well as indicating how their regular duties would be covered during the period of the leave.
- Additional decision criteria will take into account whether this opportunity has a direct professional development benefit to the staff member and/or the College.
- Depending on the duration of the leave, benefits for the individual may need to be terminated and transitioned to COBRA.