



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
 Uliga Campus
 Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
 Fax: (692) 625-7203
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CMI POLICY NO. 400- 10.11

Consultancy Policy

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

<p>1. Policy Statement</p>	<p>This Consultancy policy is intended to provide clarity in pursuing consultancy services external to an employee's primary contract with the College.</p>
<p>2. Purpose for the Policy</p>	<p>The College acknowledges it has the largest pool of intellectual and technical experts in the country and through consultancy it can take a leadership role in the dissemination of knowledge and expertise for the betterment of the nation. Furthermore, CMI acknowledges that consulting activities will require additional workload on an already demanding role as a full time employee, and attempts to strike the balance of the interest of the institution and the employee fairly, with clear guidelines and forms.</p>
<p>3. Definitions</p>	
<p>4. Statements of Elaboration of Policy.</p>	<p>Parameters and Limitations</p> <ul style="list-style-type: none"> a. 2.5.1 College consulting agreements are to be brought to the attention of the Administrator and the HR Director at the initial stages of planning, and must be approved by the President. It must not conflict with the mission, values, or the core business of the college - teaching, research and service to the community. b. 4.2 Faculty and Administrative employees may work on College, Community or Private consultancies with the approval of their supervisor, Administrator and HR Director. Initial approval should come in the first stages of any application for a consultancy. An early dialog concerning the possible consultancy is necessary to ensure it does not conflict with the employee's normal



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duties and that the College is properly compensated for the use of CMI facilities, direct costs and appropriate indirect costs are recovered.

c. Consultancy Contract Procedures

9.1 Initial Screening - If an employee has been approached or is exploring to engage in a consultancy service outside of his/her primary contract with the College, a completed Consultancy Approval Form must be submitted to the HR Office for review. See form 10.11 (A)Consultancy Approval Form).

This two step process begins where the approval is initiated during the early phase of the project. The employee submits a filled Consultancy Approval Form for the supervisor, Administrator, and HR Director to ensure that there is no conflict in work load, schedule, or compliance at the early stage of exploring consultancy services. The Administrator will review and if determined acceptable, will recommend and seek the approval of the President.

9.2 President's Approval - Upon confirming that the consultancy contract is advancing into its final stages, the employee will complete the second page of the Consultancy Approval Form for the supervisor and the responsible Administrator's recommendation to the President for final approval. The employee will be responsible to ensure documentation is complete.

9.3 An external consultancy contract will be signed by the contractor and the College; where upon then HR will prepare an internal agreement with the employee, including tax provisions.

In the event a direct contract is in place between the contractor and the employee, the employee will be responsible to provide HR with a copy of the contract



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	to assess under the terms of the consultancy policy and the due to the College. In the event the employee fails to remit according to agreement, the College reserves the right to pursue payroll deduction with close consultation with the employee.
i. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxedXjcvdHON63/edit
8. Date of Initial Policy	October 11th, 2015
9. Date(s) of Any Revisions	June 15 th 2016

President's Signature

DocuSigned by:

 898EB3BDDC23455

March 18, 2024

Dr Elizabeth Switaj

Date