

# SCHOOL OF NURSING – Health Sciences Compensation Plan

## Outside Activity Guide

**Time Limits** –all reportable outside activity must not exceed 48 days (384 hours)

**Earnings Threshold:** The maximum annual earnings for outside professional activities is \$40,000 or 40% of the fiscal-year base salary scale (scale 0), whichever is greater, for an individual faculty member’s rank and step. Activities performed during paid and unpaid leaves of absence (e.g. vacation, holidays, week-ends) counts toward the time and earning limits. Income earned above the threshold must be deposited to the Plan. Income from Category III activities and certain other activities listed below are exempt from being deposited into the plan. Refer to SON Implementing Procedures for disclosing Stock Options/Non-cash compensation.

**Each Plan member is responsible for keeping a running (fiscal year) total of his/her time devoted to and earning derived from outside professional activities** [Refer to the Implementing Procedures for the process on how to submit an exception request for the time and/or earnings threshold].

Patient care activity – we define it as the direct delivery of clinical services to patients – either individual patients, groups of patients, families, or staff. We also include supervision and teaching in the clinical environment in the definition of “clinical care”.

Advance written approval must be requested for any of the following:

- Category I activities (see end of document)
- Any outside professional activity involving students or the use of University resources
- All requests to exceed the time and/or earning limits

**The table below shows examples of professional activities and requirements:**

ACTIVITY	Category	Income may be retained by Plan member	Income is due & deposited to the Compensation Plan	Activity is reported and included in the annual the 48 day (384 hour) limit
Patient (clinical) care activities must be provided within the University setting, as part of an approved affiliation agreement or professional service agreement (compensated or uncompensated)	N/A	No	Yes- All clinical income is due to the Plan	N/A
Prizes –gifts in recognition of personal achievements and not for services rendered	Other	YES	NO	NO

ACTIVITY	Category	Income may be retained by Plan member	Income is due & deposited to the Compensation Plan	Activity is reported and included in the annual the 48 day (384 hour) limit
Royalties- shares of proceeds for contributions as authors or inventors as allowed under the University's copyright & patent policies	Other	YES	NO	NO
Honoraria-payment by outside agencies for occasional lectures or public appearances beyond normal academic responsibility	Other	YES	NO	NO
University Honoraria –pay for occasional lectures or similar services performed on a UC campus as permitted by APM and campus	Other	YES	NO	NO
Administrative Stipends -paid by UCSF for responsibilities related to University administration which are beyond normal responsibilities (see SON policy)	Other	Yes	NO	NO
Income from a profession unrelated to the training and experience which is the plan members qualification for appointment (e.g. gardening consultant)	Other	YES	NO	NO
Additional University compensated teaching, including UNEX courses and programs, self-supporting UC degree programs, other continuing health education programs run by UC (see APM 662) <b>Note:</b> These are teaching activities outside of the assigned teaching load. If the dept assigns the teaching activity, it is not considered an outside activity.	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan.	YES
Consulting under the auspices of UC	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES

ACTIVITY	Category	Income may be retained by Plan member	Income is due & deposited to the Compensation Plan	Activity is reported and included in the annual the 48 day (384 hour) limit
Consulting or testifying as an expert or professional witness	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Consulting to <u>for-profit</u> OR <u>non-profit</u> entities	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Consulting for government agencies, non-profit health or education-related organizations	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Serving on a board of directors outside of the University whether compensated or not	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Providing or presenting a workshop for industry	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Providing consulting or compensated activities for entities such as Lawrence Livermore and Los Alamos National Labs	Category 2	YES if within earnings threshold	Income earned above the threshold MUST be deposited to the Plan	YES
Serving on government or professional panels or committees or as an officer or board member of a professional or scholarly society	Category 3	YES	NO	NO
Reviewing manuscripts; acting in an editorial capacity	Category 3	YES	NO	NO
Attending and presenting talks at university/academic colloquia and conferences	Category 3	YES	NO	NO
Developing scholarly or creative works	Category 3	YES	NO	NO

**Category I – All category I activities require review and approval/denial prior to being undertaken by the Plan member**

Category I activities are most likely to create a conflict of commitment because: 1) they are activities related to the training and expertise which is the individual's qualification for University appointment, but performed for third party, and /or 2) they require a significant professional commitment. Category I activities require **prior** approval by the Department Chair/ORU Director, Dean or his/her designee, and Chancellor. Approvals are generally for one fiscal year but may be granted for a longer term, not to exceed five years. Category I activities count towards the Plan Participant's time limits and earnings thresholds. These activities include but are not limited to:

- Teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, foundation or other entity outside of the University. (Grants submitted on behalf of a professional society are exempt from this restriction, i.e., they are not considered Category I activities.);
- Employment outside of the University;
- Assuming a founding/co-founding role of a company
- Assuming an executive or managerial position outside of the University (excluding position with professional societies)