

**Policy Name:** Outside Earnings

<b>Policy Title:</b>	Outside Earnings
<b>Description:</b>	Policy to define the Marino Institute of Education (MIE) information requirements for academic staff who receive remuneration for activities undertaken outside of MIE.
<b>Author (Position):</b>	Human Resources Director
<b>Version:</b>	1
<b>Approved By:</b>	MIE Governing Body
<b>Policy Approval Date:</b>	January 2019
<b>Review Date:</b>	September 2023
<b>Date of Next Policy Review:</b>	April 2026 (or as necessary)

## Outside Earnings Policy

### 1. Context

Academic staff are appointed on the basis that they may not undertake paid outside work unless they have received the written permission of the Governing Body<sup>1</sup> to do so on the terms and conditions agreed for the particular undertaking in question.

### 2. Purpose

- 2.1. To define the Marino Institute of Education (MIE) policy and information requirements for academic staff who receive remuneration for activities undertaken outside of MIE.
- 2.2. To avoid potential conflict of interest where such consultancy work is undertaken in a personal capacity.

### 3. Benefits

To clarify the position on time and earnings in relation to staff who may wish to pursue academic work elsewhere while in the employ of MIE.

### 4. Principles

Academic staff are appointed on the basis that they may not undertake paid outside work unless they have received the written permission of the Governing Body<sup>1</sup> to do so on the terms and conditions agreed for the particular undertaking in question. Exceptions to this are the occasional giving of lectures elsewhere, the writing of books and occasional literary matter, and external examining. While the standard contractual arrangement on outside earnings is intentionally restrictive it has been, and remains, MIE policy to encourage links between academic staff and outside agencies where the undertaking is work related and serves to increase the staff member's skills and experience in such a way as to strengthen teaching and research. Involvement in outside work must, of course, be subject to the overriding priority that there be no reduction in commitment to the teaching, research, examination and administrative duties fundamental to an academic appointment.

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<sup>1</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

## 5. Definitions

- 5.1. Outside work is defined as any work or undertaking which staff may wish to take on which conflicts with that of MIE and/or their role within it.
- 5.2. Employees of MIE, who are in receipt of other sources of income, where some or all of the tax cannot be collected under the PAYE system, are reminded of their statutory obligation or legal duty to file a self-assessment tax return in respect of such income.
- 5.3. Where an individual is in receipt of non-PAYE income, they are a 'chargeable person' for the purposes of the Income Tax Acts. As such, there is a requirement to file a tax return and pay any income tax due in the statutory prescribed format and within the statutory prescribed time limits under [Revenue's Pay and File](#) system. The law provides for both civil and criminal sanctions for the failure to make a return of income.
- 5.4. Information relating to [Revenue's Pay and File](#) system may be found on [www.revenue.ie](http://www.revenue.ie).

## 6. Policy

- 6.1. On an annual basis, during Semester 2, all academic staff members are issued with a form asking whether or not they are intending to engage in paid outside work. If they are, then they must request permission from their Head of Department by completing the [outside earnings form](#) and indicate, inter alia, the nature, estimated income and associated entity, amount of actual time involved and duration of external work undertaken. A copy of the appropriate [Form](#) is attached to this policy. Academic staff who do not intend to engage in outside work need not make a request.
- 6.2. Permission to engage in paid outside activity must be sought from the Head of Department, who may grant permission in cases where the following conditions are met:
  - i. The work must be appropriate, that is to say, it should increase the staff member's skills and experience in such a way as to strengthen teaching and research. It should provide a link to the world of business, industry, the professions or government which is beneficial to MIE and its students, and

- which is not otherwise achievable under standard research contract arrangements or in the context of public duty. Outside work should not be simply a means of increasing income.
- ii. The time spent on the undertaking does not interfere with the performance of normal duties of full-time staff and the additional time involvement is limited to a maximum of 20% of the normal working week.
  - iii. Appropriate provision is made from earnings generated in the undertaking for a proper return to MIE for resources used.
  - iv. The undertaking must not be in competition with the normal business of MIE.
  - v. Full adherence to MIEs [Code of Governance](#).
  - vi. Heads of Departments should raise their own proposals with the President of MIE who should proceed as in 6.2 above.
  - vii. The President should raise their proposals directly with the Chair of the Governing Body<sup>2</sup>.
  - viii. All approved proposals should be sent to the HR Department for processing for Governing Body<sup>2</sup> consideration, and a copy should also be sent to the President.
  - ix. Within one month of the deadline for the return of approved forms from all academic staff, each staff member will be formally advised if permission has been granted and, if so, that a return has been received or, in the case where no permission has been requested, that no form has been received.
  - x. Permissions sought for undertaking such consultancy work outside the above framework should be discussed in the first instance with the Head of Department as the case may be and subsequently referred to the President. MIE is prepared to consider new forms of contract for members of staff who may wish to make a lesser commitment to MIE and who wish to spend more time on external work.
  - xi. Subject to the provision of any required report detailing collated information on the number and value of consultancy contracts (without naming individual academics or entities), all information provided by academic staff will be maintained in confidence.

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<sup>2</sup>See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

### 6.3. Out of Course Procedure

- i. To apply for approval to engage in paid outside activity outside of the annual request period, an academic staff member should complete the [attached form](#) and forward it to the relevant Head of Department. The Head of Department will review the application adhering to the conditions set out in [Section 6.2](#). If the proposal is approved by the Head of Department it should then be forwarded to HR for processing for Governing Body<sup>3</sup> consideration, and a copy should also be sent to the President for noting.
- ii. Please note that the Head of Department should raise their own proposal with the President, who should proceed as above.
- iii. The President should raise their proposals directly with the Chair of the Governing Body<sup>3</sup>.

### 6.4. Conflict of Interest

- i. Staff must ensure that no MIE background information or IP is used in the conduct of the consultancy work or made available to the third party, and no MIE information, results, data, research plans or other material which has not already been published or otherwise disclosed into the public domain is disclosed to the third party unless appropriate licences or non-disclosure agreements (NDAs) have been concluded.
- ii. In order to avoid potential conflict of interest, in all cases where consultancy work is undertaken in a personal capacity and there is also to be a contract with the same third party for work to be conducted through MIE, the nature and quantity of the work being done in a personal capacity must be disclosed to MIE. MIE may decline to enter into any contract with third parties if the scale of such work with MIE is inappropriate relative to the personal consultancy.

## 7. Responsibility

Responsibility for maintenance of this policy rests with Human Resources (HR).

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<sup>3</sup>See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

## **8. Related Documents**

- 8.1. Contract of Employment
- 8.2. [Revenue's Pay and File](#)
- 8.3. [Outside Earnings Form](#)
- 8.4. [Code of Governance](#)
- 8.5. [Matters Reserved for the Governing Body of MIE](#)

Policy Name: Outside Earnings

**Confidential**

**Outside Earnings Request Form for Academic Staff Only**

To

\_\_\_\_\_   
Head of Department

From

\_\_\_\_\_   
Please print your name

Prof  Dr  Mr  Ms

Please tick as appropriate

Date

Permission is sought to engage in the following external paid activity. I confirm that this work does not exceed the permitted levels as stated in the current regulations on Outside Earnings.

Nature of Work

Entity

Forecast of approximate weekly time involvement in Academic year

Estimated annual income from outside earnings for 20/20 Duration of undertaking

Signed

Date

Email address

I have approved the above application on the basis of the information set out above.

Signed

Date

Head of Department

A copy of each approval should be sent to:

1. The HR Department for processing for Governing Body consideration.
2. The Presidents' Office for noting.