



Additional Work Policy

1. Purpose

King's Own Institute (KOI) will consider applications from full-time staff members to undertake additional work within or outside KOI provided that the additional work does not result in any conflict of interest or have any negative impact on the full-time staff member's ability to fulfil the functions of their substantive position.

2. Scope

This policy applies to all full-time staff members of KOI. This policy does not apply to casual employees.

Casual employees are required to comply with the requirements set out in the Conflict of Interest Policy, and to disclose all actual, potential or perceived conflicts of interest in accordance with that policy.

This policy does not apply to full-time staff members volunteering for organisations that are involved with the provision of social welfare and similar support programmes provided that the volunteer role is unpaid and there is no negative impact upon a full-time staff member's ability to fulfil the functions of their substantive positions.

3. Related Documents

This policy is to be read in conjunction with KOI's:

- Conflict of Interest Policy
- Conflict of Interest Procedure
- Conflict of Interest Guideline
- Staff Handbook

4. Definitions

<i>Additional Work</i>	Additional work means paid and unpaid work performed for another organisation regardless of the nature of that work, with the exception of unpaid volunteer activity for organisations involved with the provision of social welfare and similar support programmes.
<i>Full-time staff member</i>	A staff member who is employed full-time as an employee of King's Own Institute.
<i>Casual employee</i>	An employee who is employed on a casual basis and paid for time worked on an hourly basis.

5. Policy statement

A full-time staff member who wishes to undertake additional work must first receive the approval of the Vice-President (Academic) for academic staff, the Vice-President (Operations) for administrative staff, the Marketing Director for marketing staff, the Director Finance and Accounts for finance and accounting staff, and the Director Governance, Risk and Compliance for risk and compliance staff.

If the Vice-President (Academic), Vice-President (Operations), Marketing Director, Director Finance and Accounts, or the Director Governance, Risk and Compliance wishes to undertake additional work then approval to conduct such work must first be obtained from the CEO and President.

If the CEO and President wishes to undertake additional work, then approval for such work must first be obtained from the Council of Directors.

The relevant authoriser will need to be assured that undertaking additional work does not result in any conflict of interest or have any negative impact on the staff member's ability to fulfil the functions of their substantive position.



For audit and transparency reasons, payments to staff for additional work inside KOI must be made via the payroll.

Additional teaching within KOI

For all additional teaching for KOI, payment will be made at the rates of pay for casual work applicable to the work being undertaken, in accordance with the provisions relating to casual academic work or in the contract of employment (as appropriate). These rates of pay may only be varied if approved by the CEO and President.

All teaching in addition to normal duties (above load teaching) must be approved by the Vice-President (Academic). The usual maximum above load teaching for a full-time staff member is four (4) hours per week.

Additional work within KOI other than teaching

For additional work within KOI other than teaching, such as consultancies, the relevant Vice-President will negotiate the amount of the payment to the staff member with prior approval from the CEO and President.

Conflicts of interest

Staff members must disclose any actual, potential or perceived conflicts of interest in accordance with the Conflict of Interest Policy, including but not limited to:

- Additional work outside of KOI being of a similar nature to the work conducted for KOI or is with another educational organisation; or
- Additional work outside of KOI having a negative impact upon the staff member's ability to perform their normal duties for KOI.

If a staff member is uncertain whether a conflict of interest exists, then they should disclose the matter in accordance with the Conflict of Interest Policy.

6. Roles and responsibilities

The CEO and President is responsible for implementing this policy and monitoring observance.

The Vice-President (Academic) is responsible for approving above load teaching for KOI staff.

The Vice-President (Academic), Vice-President (Operations), Marketing Director, Director Finance and Accounts, and Director Governance, Risk and Compliance are responsible for approving requests from staff in their respective areas to undertake additional work and for monitoring the impact of the additional work on the staff member's substantive position.

The CEO and President is responsible for approving requests from the Vice-President (Academic), Vice-President (Operations), Marketing Director, Director Finance and Accounts, and Director Governance, Risk and Compliance to undertake additional work and for monitoring the impact of additional work on these staff members' substantive positions.



Document control

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Changes in this version	Update the Scope of the policy to apply to full-time staff. Insert "Definitions". Updates to responsibilities to reflect current staff positions. Insert reference to Conflict of Interest Policy and Staff Handbook.

*****END OF POLICY*****