

AGENDA B
(Addenda 2)
(Financial, Policy and Related Matters)

987th Meeting of the Board of Regents
24 April 1986, 8:00 a.m., Board of Regents Room, Quezon Hall, U.P.

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| The President recommends <u>approval</u> of the following | <u>Unit</u> |
| A. Authority of the President vis-a-vis the Chancellors regarding contracts (Appendix " <u>A</u> "). | UP System |
| B. Proposed new rules to govern special detail, outside activities, leave without pay and sabbaticals. | UP System |

1. Special Detail

- a. Authorization and Conditions. - Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities. It shall be subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.

2. Outside Activities

- a. Coverage.-Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered part of the regular work load of the personnel concerned.
- b. Prior Authorization Required. - No member of the University personnel shall engage in outside activities without prior authorization from the Chancellor upon endorsement by the Dean, Director, or head of office concerned, subject to the exigencies of the service.
- c. Duration. - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the Chancellor upon recommendation of the Dean, Director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the Chancellor.

I. The President recommends approval . . . (cont'd.)

B. Proposed new rules to govern special detail . . . (cont'd.)

2. Outside Activities. . (cont'd.)

d. Secondment. - Upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:

- (1) Secondment to a private agency or to a career position in the government shall not exceed one calendar year, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of two calendar years, the position in the University shall be ipso facto vacated. Provided, further, that secondment to accept academic positions with an academic institution with which the University has a Memorandum of Agreement shall be for the duration of the term of the position to which the secondment is made.
- (2) Secondment to a policy determining, primarily confidential or highly technical position in the civil service may initially be for two calendar years, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of four calendar years, the position in the University shall likewise be vacated ipso facto.
- (3) If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.
- (4) Secondment to international agencies or organizations shall be subject to existing agreements between such agencies or organizations and the Philippine Government.

e. Practice of Profession. - Permission to engage in private practice of profession may be granted provided that such practice:

- (1) Is not adverse to the interests of the University;
- (2) Shall not be conducted on official time.
- (3) Will improve efficiency and usefulness to the University; and
- (4) Shall be subject to such other requirements as may be imposed by law or University rules and regulations.

f. Management of Private Enterprise. - Permission to engage in management of private enterprise shall be subject to the conditions imposed on practice of profession.

I. The President recommends approval . . . (cont'd.)

B. Proposed new rules to govern special detail . . . (cont'd)

2. Outside Activities. . . . (cont'd.)

g. Invitation to Speak in Other Educational Institutions. -

University personnel may, subject to the exigencies of the service, and with permission from the Dean of the college or head of office, accept speaking and similar engagements on official time.

h. Reports and Disclosure. - Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor.

3. Leave without Pay

a. Leave Without Pay. - The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years, the absence to be planned in advance so as not to interfere with the work schedule of the University. Within a reasonable time before the expiration of the leave duly taken, the University shall notify the employee of the expiration date and that failure to report shall be considered absence without leave.

b. Unexplained Absence of At Least Thirty Days.- University personnel absent without leave for at least thirty days shall be dropped from the rolls.

4. Sabbaticals

a. Sabbatical. - Subject to the exigencies of the service a sabbatical may be granted to a member of the faculty for rest, renewal or study for a period not exceeding one year, with full salary, under the following conditions:

- (1) That the faculty member has served the University not less than six consecutive years, at least as associate professor in the last two years; and
- (2) That in no case shall the sabbatical be granted within two years before the faculty member's compulsory retirement.

If the sabbatical is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diems and other forms of assistance, the following shall also be imposed:

- (1) That there is reasonable assurance on the basis of the faculty member's record, that the study or research will be accomplished; and,
- (2) That a full report of the study or research done shall be made at the end of the sabbatical.

I. The President recommends approval. . . . (cont'd.)

B. Proposed new rules to govern special detail . . . (cont'd.)

4. Sabbaticals . . . (cont'd.)

Portions of existing Board resolutions, executive orders, and other University rules and policies that are inconsistent with these new rules shall be deemed repealed or modified accordingly, as the case may be, upon approval hereof.