



Ohio Administrative Code

Rule 3358:5-3-02 Releasing personnel as consultant-evaluators.

Effective: [March 27, 2015](#)

(A) A qualified full-time employee wishing to serve as a consultant-evaluator for purposes of accreditation review shall submit a written request via administrative channels to the office of the president as soon as possible but no later than ten days prior to the day(s) of absence requested.

Requests will not be approved without endorsed certification relative to staffing needs by the appropriate supervisory personnel. The president shall be the final authority on all approvals or rejections.

(B) All expenses involved, exclusive of the salary of the released personnel, must be borne by the accrediting agency, the institution requesting services, or the employee released.

(C) Honorariums may not be accepted by released personnel except under the following conditions prescribed by the auditor of the state of Ohio.

(1) If the person involved is either the president or vice president of the institution, they may not at any time accept any form of additional compensation other than expenses from a public institution of the state of Ohio.

(2) Employees other than the president or vice president may accept compensation in addition to expenses from public institutions of the state of Ohio provided they serve as a consultant-evaluator on a non-work day, or take a day(s) of due vacation, or take a day(s) of leave with salary reduction pursuant to per diem policy.

(D) Employees released to serve as consultant-evaluators may accept compensation in addition to expenses from proprietary, private, or out-of-state public institutions provided they serve as an evaluator/consultant on a non-work day or take a day(s) of due vacation, or take a day(s) of leave with salary reduction pursuant to per diem policy.
