

POLICY

Effective Date: February 15, 2006
Approved By: President Morse

Authority: Chapter 42.52 RCW

Cancels:

See Also: POL-U5400.18 Faculty Policy on Consulting and
POL-U5400.17 Professional Staff Policy on Consulting

POL-U5400.19 HONORARIA

This policy applies to all Faculty and Exempt Professional Staff.

Definition:

Honorarium is defined as money or thing of value which is offered to a University employee for speech, appearance, article or similar function which is in connection with his or her official role at the University. An honorarium can only be accepted if it is specifically approved by the University and it is not on the prohibited list below. The University has an honorarium form to document the supervisory approval.

1. Faculty and Staff Members May Receive Honoraria Subject to Certain Limitations

University employees may receive honoraria subject to the following limitations:

1. The person, organization or company is offering the honorarium for a speech, appearance, article or similar activity in connection with the recipient's role at the University, and is not seeking or expected to seek contractual relations with Western Washington University; or
2. The person, organization or company offering the honorarium is not regulated by Western Washington University; or
3. The person, organization or company offering the honorarium is not seeking or opposing or is not reasonably likely to seek or oppose enactment or adoption of administrative rules or action or policy changes by Western Washington University.
4. The speech, appearance, article, or similar item or activity that the employee has been asked to give, produce or engage in does not detract from or interfere with his/her duties and obligations to Western Washington University.

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2. **Faculty and Staff Members Must Obtain Supervisory or Vice-President Approval**

Prior to participating in the activity for which an honorarium is offered, the faculty or staff member must submit the Honorarium Authorization form to his or her supervisor, outlining the time requested, the nature of the activity.

The supervisor (or other comparable unit administrator) must determine whether the activity will interfere with the performance of official University duties in each specific case.

The dean, unit head or vice president shall maintain a record of all honoraria Authorization Requests submitted by staff in the division.

3. **Faculty or Staff Members Use Of University Facilities or Resources**

If activities for which honoraria are paid are related to the employee's official duties, University resources can be used to prepare for the speech, presentation or article, after the activity has been approved by the University. If Western does not approve the honoraria or for some reason disallows the use of state time and resources, any payment received is not an honorarium subject to Western's approval but is instead considered outside compensation and subject to RCW 42.52.120 and the Policy on Consulting and Outside Compensation.

4. **University Assumes No Responsibility for Competence or Performance**

The University assumes no responsibility for the competence or performance of a faculty or staff member who engages in activities for which they receive an honorarium.

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HONORARIUM AUTHORIZATION

Name of person seeking authorization to receive honorarium:

Person, Organization, or Company offering the honorarium:

Proposed activity: _____

I attest as follows:

1. The person, organization, or company offering me honorarium for a speech, appearance, article or similar item or activity in connection with my role at the university, is not seeking or expected to seek contractual relations with Western Washington University; or
2. The person, organization, or company offering the honorarium is not regulated by Western Washington University; or
3. The person, organization, or company offering the honorarium is not seeking or opposing or is not reasonably likely to seek or oppose enactment or adoption of administrative rules or action or policy changes by Western Washington University.
4. The speech, appearance, article, or similar item or activity that I have been asked to give, produce or engage in does not detract from or interfere with my duties and obligations to Western Washington University.

BY: _____

Person seeking approval

DATED: _____

Western Washington University hereby authorizes the activity and the proposed receipt of the honorarium from the person offering the honorarium in exchange for the activity proposed above.

WESTERN WASHINGTON UNIVERSITY

By: _____

DATED: _____

WESTERN WASHINGTON UNIVERSITY