

***PURSUING INTERNATIONAL
OPPORTUNITIES
GUIDELINES FOR OHIO EXTENSION
PERSONNEL***

The Guidelines contained in this leaflet are designed to help answer questions that often arise if someone is invited to participate in an international Conference, study tour or project.

You will find on pages two and three that international opportunities are divided into three broad categories: growth opportunities.

Staff Development Opportunities – These international opportunities may include study tours, conference participation, linkage projects, or similar educational activities which provide Extension personnel with professional growth opportunities.

OSU/OSUE Sponsored Projects – The College of Food, Agriculture and Environmental Sciences International Programs Office, other OSU Colleges/Departments or perhaps in the future, OSUE may invite OSUE staff to assist with an overseas project for which the college or department has received funding to cover expenses. These are often called sponsored projects.

Consulting – International opportunities for which the employee is a paid consultant may also arise. The work which would not be considered to be a part of that fourth page are listed the individual's regular program assignment.

On the fourth page are listed the steps **recommended** in obtaining administrative approval for international activities.

Duration:	Less Than One Month	One to Six Months	Seven Months to Two Years	
STAFF DEVELOPMENT OPPORTUNITIES	Continuing OSUE Program	Employee makes arrangements similar to time taken for vacation, professional meetings, etc.	<p>Release county contributions for agent position to hire program assistant</p> <p>Reassign responsibilities to existing faculty and staff (i.e., make temporary multi-county or multi-program assignment)</p> <p>Use interns or retired faculty</p> <p>Reassign another employee to the position in a "staff development opportunity"</p>	<p>OSUE would provide the employee with a similar position but not necessarily the same one</p> <p>Hire a long term or permanent replacement</p> <p>Release dollars to hire backup (i.e., release county contribution for agent position to hire program assistant)</p> <p>Reassign responsibilities to existing faculty and staff (i.e., make temporary multi-county or multi-program assignment)</p> <p>Reassign another employee to the position in a "staff development opportunity"</p>
	Salary	Continue on regular payroll (assuming participation is requested and approved as staff development)	Continue at full and/or partial salary consistent with SSA, SRA, Professional leave, etc., guidelines	Continue at full and/or partial salary consistent with SSA, SRA, Professional Leave, etc.
	Expenses	<p>Use annual out-of-state staff development allocation</p> <p>Request support from College and University International Offices</p> <p>Apply for OSUE Innovative Funds</p> <p>Apply for scholarships and similar grants through OSUE Scholarship Committee</p> <p>Request support from outside organizations, i.e., MUCIA, Foreign host, VOCA</p>	See "Less Than One Month"	See "Less Than One Month"

Duration:	Less Than One Month	One to Six Months	Seven Months to Two Years	
Insurance	Continue regular University coverage*	Continue regular University coverage*	Continue regular University coverage*	
OSU/OSUE SPONSORED PROJECT	Continuing OSUE Program	See "Staff Development/Less Than One Month"	See "Staff Development/Less Than One Month"	See "Staff Development/Less Than One Month"
	Salary	Continue on OSU payroll May be eligible for supplemental international stipend OSU/OSUE may be reimbursed by funding agency	See "Less Than One Month"	See "Less Than One Month"
	Expenses	Covered by project (following project guidelines)	Covered by project (following project guidelines)	Covered by project (following project guidelines)
	Insurance	Continue OSU coverage. Obtain information from OSU Office of Personnel Services	Continue OSU coverage. Obtain information from OSU Office of Personnel Services	Continue OSU coverage. Obtain information from OSU Office of Personnel Services
	Continuing OSUE Program	See "Staff Development/Less Than One Month"	Same as "Staff Development/One to Six Months." Each situation will be evaluated separately.	Same as "Staff Development/Seven Months-Two Years" whenever possible. Each situation will be evaluated separately.
CONSULTING	Salary	Continue on OSU Payroll for a limited time (up to 10 consecutive work days) following OSU guidelines. Beyond this, vacation time or leave with pay must be requested and used. Consulting must be approved in advance and the proper forms filed.	See "Salary/Less Than One Month." STRS/PERS Benefits for person on approved leave without pay can be purchased within six months after the individual returns.	See "One to Six Months"
	Expenses	None proved by OSU/OSUE	None proved by OSU/OSUE	None proved by OSU/OSUE

Duration:	Less Than One Month	One to Six Months	Seven Months to Two Years
Insurance	OSU coverage continues so long as employee continues on OSU payroll and/or takes measures through OSU Personnel Services to continue coverage. However, some individuals might want to consider additional/supplemental coverage through Workers Compensation or a private insurance company.	See "Less Than One Month"	See "Less Than One Month"

*Advisable to obtain information on medical insurance out-of-country claim procedures.

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