

STAFF EVENTS

Background

The purpose of this policy is to establish guidelines for the participation of staff in events that occur during working hours. Balance must be retained between the work that the University expects and deserves, and nonwork related activities. Nonchargeable time, such as attending staff events, increases hourly billing rates, and Facilities Management strives to maintain the lowest billing rates possible in order to be good stewards of the University's limited funds.

Staff Week

Supervisors are encouraged to allow staff opportunities to participate in Staff Week functions. Staff will be permitted up to three hours of work time during Staff Week to participate in Staff Week functions. Time may be taken throughout the week or all for a single event. Any time over the three hours must be reported as leave. Supervisors are encouraged to allow staff to move their lunch period to coincide with Staff Week events.

Staff must request permission through their supervisor for each Staff Week event that will be attended during working hours, in advance of the event. Facilities Management shall retain the right to allow only a certain number of staff to attend each function when necessary to meet workload requirements.

The awards ceremony will not be counted as a Staff Week function for the purposes of the three-hour limit when the employee is being recognized in the ceremony. Any employee who is being recognized or who has a part in the awards ceremony (such as being a presenter) may attend the awards ceremony during working hours.

Other Staff Functions

Supervisors are encouraged to allow staff to participate in other staff functions throughout the year. Staff will be permitted up to one-half hour to attend functions provided that they request to attend in advance. Staff who attend a function without the permission of their supervisor during work time will be required to report leave time.

Attendance

Any employee who takes work time to attend a staff function must actually attend that function. Employees who abuse this privilege may have their ability to participate in future events revoked.

02.10.02
April 2009
(Revised July 2017)

Participation in Committees

Staff who desire to participate in the University's governance or other committees will be required to obtain their manager's permission prior to accepting an appointment to the committee. The manager will notify the employee of any expectations for time spent during working hours at the time that the employee accepts the appointment. In general, staff will be permitted a reasonable amount of time, up to two hours per month, to participate in committee work during work time.