

UNIVERSITY EVENTS HELD DURING WORK HOURS

PURPOSE: To allow for employees to participate in University sponsored events that may be scheduled during the regularly scheduled workday.

POLICY: Supervisors shall authorize paid release time whenever reasonably possible in order for employees to participate in certain University sponsored events or group meetings that may be held on campus.

DATE APPROVED: JULY 7, 1999

REVIEWED: SEPTEMBER 1, 2007

PRACTICES & PROCEDURES:

- I The Senior Staff in advance of the event shall approve all events requiring work-release time.
- II. University events and general meetings that may warrant release-time fall into two categories.
 - A. University events may include, but are in no way limited to, convocations, barbecues, farewell receptions, celebrity guest speakers, University community gathers, and senior breakfast.
 - B. Special University meetings may include, but are in not way limited to new employee orientations, fringe benefit workshops, Staff Seminar Days and other training programs, and University or departmental retreats.
- III. Release time may also be approved for employee professional development. Please see Personnel Policy: "Professional Development".