

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: EMPLOYEE PARTICIPATION IN COLLEGE ACTIVITIES

Policy Statement: Employees are encouraged to participate in college activities. Supervisors must approve employee participation during regularly scheduled work hours.

Procedures: Some college activities are mandatory. If a mandatory activity occurs outside of an employee's regularly scheduled work day, non-exempt (hourly) employees may be asked to work a flexible schedule. When a revised schedule is not an option, the non-exempt employee will be paid overtime or receive compensatory time. For non-mandatory activities occurring during the work day, employees must have their supervisor's approval before attending. The supervisor will make the determination as to whether or not the employee must make up their time. For non-mandatory activities occurring outside the work schedule, there will be no additional compensation.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [Click here to enter text.](#)

Keywords: work hours, non-exempt, college activities, comp time, mandatory, work schedule

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