

**CLASSIFIED EMPLOYEES SERVING ON CAMPUS COMMITTEES
AND/OR ACTING AS A STUDENT CLUB ADVISOR**

Participating in committee work and/or serving as a Student Club Advisor must not interfere with the classified employee's ("employee") job responsibilities. Thus, prior to serving on a committee and/or acting as a Student Club Advisor, an employee must obtain authorization from his/her supervisor if the employee's participation will occur during his/her normal work hours. Additionally, prior to leaving his/her primary work location for the committee meeting and/or club event, the employee must receive supervisor approval if the meeting and/or event are during normal working hours.

A supervisor has the authority to withdraw his/her permission for the employee to serve on a campus committee at any time if such participation proves to be detrimental to the function of the employee's office.

If supervisor approval is granted as outlined above, an employee may receive up to ten (10) total hours per calendar month of release time to serve on a committee(s) and/or act as a Student Club Advisor. If an employee needs more time to serve on a committee and/or serve as a Student Club Advisor, he/she must draw from his/her accrued vacation and/or comp time. If an employee does not have accrued vacation and/or comp time, he/she may not serve on a committee and/or act as a Student Club Advisor beyond the ten total hours in the calendar month.

Note: Periodically, the District will request CSEA to appoint one of its classified employees to serve on District-wide senates, committees, work groups, and task forces. When the District makes such a request, the above terms and restrictions (supervisor approval and time limits) shall not apply for the duration of the appointment.

Participating in committee work and/or acting as a Student Club Advisor during non-working hours shall be on a volunteer basis.

Any of the above processes or restrictions on committee work and/or acting as a Student Club Advisor may be adjusted with Vice President or Superintendent/President approval.

Approved: December 8, 2009
Revised: April 4, 2019