

Volume E1: Employment/ Hiring	<p style="text-align: center;">E1.99.2</p> <p style="text-align: center;">Serving on University Committees, and Attending Employment-Related or University-Sponsored Events</p> <p style="text-align: center;">Effective Date: 10/15/2013 Last Revised: 03/19/2014</p>	Responsible Office: Office of Human Resources
Chapter 99: General		Responsible Officer: Director of Human Resources, Employee and Labor Relations

POLICY STATEMENT

Northeastern Illinois University (the “University”) Civil Service and Administrative and Professional employees will be granted release time to serve on University Committees and to attend Employment-Related and University-Sponsored Events.

PURPOSE OF THE POLICY

To implement procedures and guidelines for employees to serve on University committees and to attend events.

WHO IS AFFECTED BY THIS POLICY

Northeastern Illinois University Civil Service and Administrative and Professional employees. Employees who are covered by a collective bargaining agreement will follow the agreement in any instances that vary from this policy.

DEFINITIONS

University Committee: A University service activity that benefits the University community, such as any Shared Governance Committee, Screening Committee, etc.

Employment-Related Event: A University activity that provides employment-related information or professional development opportunities to the University community, such as, but not limited to, benefit fairs, Great Service Matters, grievance meetings, Town Hall meetings, employee recognition and award ceremonies, and State of the University addresses.

University-Sponsored Event: University events that are not considered employment-related would be any event, such as concerts, lectures, or speaker presentations.

GUIDELINES

Northeastern encourages all employees to participate in University committees and events to allow for broad input in campus decisions and to foster an engaged University community. A request to visit the Department of Human Resources, The Office of Equal Opportunity, or the University Ombuds shall be treated the same as an Employment-Related Event.

Employees must have supervisor approval to: 1) participate on a University Committee; 2) attend a University Employment-Related Event; or 3) attend a University-Sponsored Event during work hours.

Employees will discuss their request to participate on a University Committee or attend an Employment-Related Event with their supervisor. Release time to attend meetings or events will be granted, within reason. Attention to work deadlines, unit meetings, emergencies or other immediate needs of the department will take priority.



Approved time away from work for participation on a University Committee or attendance at an Employment-Related Event shall not be deducted from benefit time, and shall be considered time worked for reporting purposes. If workload requires overtime as a result of attendance at an Employment-Related Event or participation on a University Committee, this overtime must be approved in advance by the supervisor.

Approved time away from work for attendance at a University-Sponsored Event will not be considered time worked for reporting purposes. The time away from work to attend a University-Sponsored Event will either be made up at the end of the day or will be deducted from benefit time.

A supervisor who is reviewing a staff member's request to serve on a University Committee, attend an Employment-Related Event or attend a University-Sponsored Event should consider the reasonableness of the amount of time that may be spent away from the job and the ability of the staff member to accomplish all of their University work responsibilities. These factors should be evaluated with consideration given to the University goal to broadly encourage employee participation and development. For requests to attend an Employment-Related Event or to serve on a University Committee, denial of such a request must be in writing, giving an explanation as to why the employee can not attend the Event or serve on the Committee.

HISTORY

03/19/2014: Revised; added sentence to Guidelines regarding employees requesting to visit internal offices as Employment-Related Events; changed University logo.

Formerly Administrative Memorandum No. 28 – Civil Service and Administrative/Professional Personnel: Release Time to Serve on University Committees, effective dated 3/5/95

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Human Resources – Employee and Labor Relations	(773) 442-5200	M-Maso@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.