

## 3.14 - Employee Participation in Community Affairs - Policy

Section: Human Resources  
Subject: Employee Participation in Community Affairs  
Policy: 3.14  
Approved: October 21, 2003  
Reviewed: May 21, 2013  
Revised: November 1, 2015

Employee participation in community affairs is encouraged, provided participation does not prevent, hinder or conflict with the carrying out of the normal requirements of their position.

## 3.14 - Employee Participation in Community Affairs - Procedure

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Employees seeking to participate in community affairs where such participation may involve time during the normal working day must make written application to the President and CEO who, after discussion with the immediate supervisor, may approve, provided such participation does not prevent, hinder or conflict with the carrying out of the normal requirements of their positions.

Unless meetings/commitments occur during normal work hours, the College will not resource attendance, either with time in lieu or in monetary compensation; the decision to attend is therefore a personal one.

The President and CEO or VP Administration may provide support for the work of community groups and may provide letters of support for others upon request.