

Procedure 3-14: College Officials Serving on Committees, Commissions, Boards or Agencies

This policy only applies when a college employee is to be absent from his or her job to serve on a district, regional or state board, committee or commission. It does not apply to local community boards or committees on which employees serve on their own time.

When the employee is to be off from his or her work assignment to serve on a board, committee or commission, he or she must first comply with the following criteria:

1. Permission must be obtained from the campus President and the Chancellor or Executive Vice Chancellor.
2. Committee or commission must be of benefit to the college as determined by the campus President and Chancellor or Executive Vice Chancellor before serving on the board.
3. Committee or commission must be related to the employee's area of expertise or college-related in some matter before serving on the board.
4. Information concerning frequency of meetings, amount of release time needed, cost of travel for serving and length of service must be submitted to the campus President and Chancellor or Executive Vice Chancellor before final appointment is obtained.

Procedure #:

3-14

Procedure Name:

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Pages:

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