

**GUIDELINES FOR CLASSIFIED STAFF  
PARTICIPATION IN INSTITUTIONAL GOVERNANCE  
AND OTHER AUTHORIZED COMMITTEE OR  
STAFF DEVELOPMENT ACTIVITIES**

1. The full pay of an employee shall be paid during the time spent by him/her during his/her regular working hours in any of the following activities provided that authorization, if required, has been obtained in advance:
  - a. Classified Senate Meetings
    - 1) Entire Staff
    - 2) Representatives
    - 3) Task Force or Sub-group
  - b. CEEP Committee Meetings
  - c. Safety Committee Meetings
  - d. College/District Staff Development Workshops
  - e. Other Meetings or Workshops Approved by the Chancellor or President
2. Attendance at meetings or activities of the entire staff, including those scheduled for split sessions, does not require completion of the leave request form currently in use at each location, and the time off will not be recorded on the employee's monthly absence report. It is expected that the supervisor will maintain coverage in critical areas (e.g. switchboard, computer room, personnel, etc.) by use of hourly or student help as appropriate. Whenever a split session is scheduled, attendance will be scheduled by the supervisor to meet the functional needs of the department or office.
3. Attendance at meetings or activities for less than the entire staff will require advance approval by the employee's supervisor. Employees should submit the request for time off on the leave form currently in use at each location, and the time off will be recorded on the employee's monthly absence report using the code "E" (educational leave).
4. A manager will be designated for each meeting or activity with the responsibility for coordination. He/she will notify the supervisors of anticipated staff participants of the time, date and length of the activity at least three days prior to the scheduled date(s). One notice for the year may be provided for regularly scheduled meetings.
5. There may be times when a supervisor disapproves a leave request due to critical college/District requirements or needs. No denial shall be arbitrary or capricious. When any such request is denied, the supervisor shall, within five working days, furnish the employee in writing the reason(s) for such denial.
6. To facilitate participation by classified staff in institutional governance activities an allocation may be established for each location to which supervisors may charge any of the following categories of expense on an hour-for-hour basis for Classified Senate meetings as described in Section 1 of this procedure if coverage is needed and approved by the Chancellor or his/her designee for District Office staff or by the College President or his/her designee for college staff.
  - a. Hourly Classified Employees
  - b. Temporary Personnel Agency Employees
  - c. Student Employees
  - d. Overtime of the Participating Staff Members

7. These guidelines are provided to avoid inequities in handling of employee requests as a result of decisions made on a decentralized basis and to encourage staff to participate while giving consideration to the work load of their department or office and the need to share the opportunities for participation.