

POLICY TYPE: Strategic Advancement

POLICY TITLE: College Sponsored Events

Responsible Administrator: Vice President for Strategic Advancement

Location of Related Procedures: Office of Vice President for Strategic Advancement
Office of Director of Human Resources

MATC is committed to supporting and encouraging its employees' contributions to the MATC Foundation as well as participation in school sponsored events and activities.

Paid Time Events

It is not necessary to make up time or use vacation time when:

- participating in an event subsequent to a contribution, such as the Doug Redsten golf outing,
- volunteering to work at Foundation events,
- attending Foundation donor recognition events, such as the Foundation Awards Breakfast.

Employees who volunteer to work at college-sponsored projects, such as the annual picnic, convocations and off-campus recruitment efforts, also do not need to make-up time or use vacation time.

Employees should obtain supervisory approval in advance of the event in order to maintain service to students or other customers.

Unpaid Time Events

Employees who attend college-sponsored events during regularly scheduled work hours that are not part of their regular work responsibilities, such as athletic events, performing arts events, or other social events, should use break, lunch, other unpaid hours or vacation to cover time away from work. Employees may flex hours upon approval of their supervisor.

