

POLICY REGARDING STAFF AS MEMBERS OF COMMITTEES

Hourly staff who are appointed to or invited to serve on committees doing university business will be compensated for the time spent in committee meetings. If the person attends a committee meeting during regularly scheduled work time the time spent at the meeting can be counted as at-work. [The staff person attending the meeting can do so only with permission of her/his supervisor.] If the person attends a committee meeting outside of regularly scheduled work that time can be reported as compensable time on the individual's timesheet.

Note for supervisors:

If paying out of a department budget for time spent in committee meetings is of concern the cost can be covered by a budget transfer from the general institutional budget. Contact Kathy Mullaney, VP for Finance, for such a transaction.

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