



Name: Formal Exercises Policy
Category: Administrative Policies
Subject: Employee Attendance at College Events
Owner: Human Resources
Related Procedures: N/A
Related Forms: N/A

I. SCOPE

This policy amendment applies to all full-time and regular part-time employees.

II. POLICY STATEMENT

The purpose of this amendment is to ensure that all full-time and regular part-time employees are included in formal college and/or campus events.

III. POLICY

To be substituted in lieu of the existing policy:

11.06 Formal Exercises

All full-time and regular part-time employees must attend and participate in formal collegewide and campus events, including but not limited to employee recognition, campus updates, and in-service, unless excused by the appropriate vice president.

Additionally, all full-time faculty members, academic counselors, and administrators must attend and participate in the formal academic exercises of their campus, including but not limited to commencement and student orientation, unless excused by the appropriate vice president.

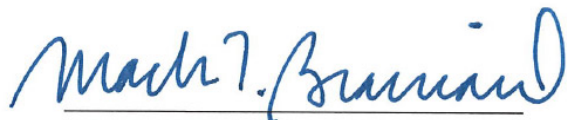
IV. EFFECTIVE DATE(S)

This policy is effective January 16, 2024

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated annually.

VI. SIGNATURE AND DATE OF APPROVAL

Handwritten signature of Mark T. Brainard in blue ink.

Mark T. Brainard, President

Handwritten date 1/16/2024 in blue ink.

Date