



1. Policy Statement

Facilities Planning and Management (FP&M) strongly supports employee engagement and active participation in job and university events, when such involvement does not compromise the ability of FP&M to provide essential services to the university and does not disrupt the operational needs of the unit.

2. Purpose

To provide opportunity for employee engagement as appropriate while ensuring that FP&M's operational needs are met.

3. Definitions

Event - Any university-sponsored activity for university employees. Any program or activity for university employees that takes place on university property or takes place as part of an off-campus, university-sponsored activity, or is paid for with university funds.

Examples: Benefits Fair, UW Showcase

4. Scope

This policy applies to all FP&M university employees.

5. Procedures

Employees are required to request and receive approval from their supervisor *prior* to attending an event during work hours. Supervisors are expected to make reasonable accommodations to facilitate employee participation, subject to operational necessities. Supervisors are expected to be fair and consistent with their application of the policy and maintain a record of all denials. The manner in which these records are maintained is up to individual departments.

Employees may attend work-related events on work time if they are attending during their normally scheduled work day. For official events that are only offered off the employee's shift, supervisors may approve flex time if operationally feasible. Employees may not count the time as work time if attending outside their normal schedule without prior supervisor approval.

Scenarios:

- An employee with a normal schedule of 7:45 a.m. to 4:30 p.m. may attend an event (e.g., Benefits Fair) at 1:00 p.m. on work time, without using personal leave. He/she **may not** claim work hours if attending the Benefits Fair session scheduled at 6:00 p.m. without supervisor's specific prior approval.
- An employee with a normal schedule of 10:30 p.m. to 7:00 a.m. may attend the Benefits Fair at 11:00 PM on work time, without using personal leave. He/she **may not** claim work hours if attending an event (e.g., Benefits Fair) at 1:00 p.m., without a supervisor's specific prior approval.

Employees who wish to attend university-sponsored events are encouraged and expected to attend the events which are specifically scheduled on their shift, not requesting flex time for similar off shift events.



An employee's participation in such activity should not result in overtime for attending an event that occurs outside his/her normal work schedule.

Employees are expected to return to work within a reasonable amount of time, which includes travel time.

6. Approvals and Revisions

Approved by Associate Vice Chancellor, William M. Elvey, P.E.

Signature W. M. Elvey Date: 3.16.15

7. Contacts

Subject	Office or Position	Telephone Number	Office Email or URL
Subject Matter Expert	Human Resources Assistant	608-265-2943	bquam@fpm.wisc.edu Brianna Quam
Policy Sponsor	Deputy	608-265-3444	mtennessen@fpm.wisc.edu Margaret Tennesen
Web Address for this Policy: http://facilities.fpm.wisc.edu/Policies.htm			

Next Review Date: March 2016

Policy Number	705-AVC-HR
Effective Date	03/16/2015
Date Approved	03/16/2015
Revision Date	