



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**DJ-12**

**Constituency Group  
Association Time  
Allotments**

**APPROVED:** November 21, 1979  
Year of last review: 2021

**REVISED:** September 1, 1995

**AUTHORIZING BOARD POLICY:** DJ

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To clarify the amount of time that may be spent by the constituency group association members on the activities of the organization during normal working hours.

**PROCEDURE:**

To insure the smooth operation of both the Classified Staff Association and Professional Staff Association and the offices in which members of the association are employed, the guidelines outlined below are to be followed:

- I. A maximum of five hours per week during normal working hours may be spent by the officers, members of the Rights and Responsibilities Committee, and/or other members related to the official activities of the organization. The officers of the Associations are the President, the Vice-President, and the Secretary.
- II. All absences by an employee related to Association activities must be cleared with the employee's immediate supervisor(s) in advance so that provision can be made to maintain the work schedules of the affected offices at normal levels of efficiency.
- III. Full-time Classified and Professional Support Staff members are authorized excused absences to participate in activities as outlined above. Part-time (hourly) staff members who participate in staff association activities must do so on their own time. Part-time staff may, however, coordinate with their supervisor to adjust their work schedules so that they can attend association activities without loss of pay.