



EL PASO COMMUNITY COLLEGE PROCEDURE

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

DJ-7 Release Time Approval for Administrative, Professional Support and Classified Staff

APPROVED: November 15, 1978 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

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

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To obtain appropriate approval of release time for administrative, professional support and classified staff employees.

PROCEDURE:

- I. The District is engaged in various activities that require an employee, either on an optional or mandatory basis, to be absent from his/her normal work location. These activities include training session seminars for personal or professional development, and committee or special project participation. While the importance of these activities is recognized, prior approval of the supervisor is required.
- II. Activities that require release time for the District staff as a whole (training sessions, workshops, seminars, etc.) will be submitted to the appropriate Vice President for prior approval in the following format:
 - A. Activity/Event
 - B. Purpose
 - C. Estimated number of employees to attend
 - D. Dates, times, and total hours for the activity/event
 - E. Justification
- III. District employees may not be assigned to or accept membership on a committee that involves absence from work locations without prior coordination with the supervisor. Requests for such membership should be forwarded by the committee chairperson and the appropriate supervisor in the following format:
 - A. Name of employee requested
 - B. Title of committee/project
 - C. Purpose
 - D. Estimated frequency, length, days, times of meetings
 - E. Duration of committee
 - F. Reason for requesting employee