

ADMINISTRATIVE POLICY
COLLEGE OR FOUNDATION SPONSORED EVENTS

This policy pertains to employees.

Fox Valley Technical College is committed to supporting and encouraging employee contributions to the Fox Valley Technical College Foundation, as well as participation in FVTC sponsored events and activities.

Paid Time Events

It is not necessary to make up time or use vacation time when:

- Participating in a College or Foundation sponsored event subsequent to a contribution, such as the FVTC Foundation Golf Outing.
- Volunteering to work at Foundation or FVTC sponsored events
- Attending Foundation donor recognition events
- Participating in offsite events or activities for which an employee is representing the College

In order to maintain service to students or other customers, employees must obtain managerial approval in advance of the event.

Unpaid Time Events

Employee time spent volunteering at or attending FVTC sponsored events outside regularly scheduled work hours that are not part of regular work responsibilities would be considered voluntary and unpaid time.

Adopted: 11/19/2015

Reviewed: 07/27/2020, 10/02/2023

Revised: 07/27/2020