



Office of Human Resources Memorandum

To: Nicole Bell, Classified Association President (FY10)
Rebecca Robinson-Francis, Prof-Tech Association President (FY10)
Devorah Feldman, Full-Time Faculty Senate President (FY10)
Dawn Tawwater, Adjunct Faculty Association President (FY10)

From: Gerry Tucker, Vice President Human Resources

Date: October 7, 2009

Re: Campus Advisory Committees

I have been asked to clarify how time is accounted for on the Campus Advisory Committees. The guidelines are as follows:

- If the employee is an officer of an association, the employee gets a stipend to attend meetings and coordinate association business. Thus, there is no pay or time off for serving on the committee.
- If the employee is not an officer, the employee gets overtime for Classified employees and Comp Time for Professional Technical employees for evening meetings. The non-faculty employee should provide his or her supervisor with a copy of the meeting notice and the employee should report their time (or comp time) to the supervisor.
- During the day, the employee simply uses work time to attend and notifies, in advance, the supervisor.
- Adjunct Faculty are the only ones that get a stipend for the meeting and the Chair of the committee is responsible for ensuring that the stipend is entered into the PA system each month.

If there are any questions about these meetings, please let me know.