

COLORADO COMMUNITY COLLEGE SYSTEM

SYSTEM PRESIDENT'S PROCEDURE

ADMINISTRATIVE LEAVE FOR VOLUNTEER ACTIVITIES

SP 3-60b
Effective: February 23, 1993
Retitled: September 14, 2000
Retitled: August 25, 2001

Reference:
Board Policy BP 3-60
Classified Rule P-5-22

Approved:

S/ Dorothy A. Horrell, System President

Scope:

This policy applies to Regular Faculty, Contract Staff, College and Central System Staff Administrators and Classified Staff.

RESOLUTION

WHEREAS the Governor has recognized that the proper and complete education of children in our society is a responsibility of parents, teachers/educators, and all citizens;

WHEREAS the Board has a goal of contribution to the development of human resources;

WHEREAS children are a major part of Colorado's human resources;

WHEREAS the General Assembly has directed better communication between postsecondary institutions and kindergarten through twelfth grade;

WHEREAS involvement of employees of the System in the education of children will result in a stronger and more responsive educational system and strengthen the family as a unit of society;

Now therefore, the State Board for Community Colleges and Occupational Education encourages and supports direct involvement of its employees in the educational experience of children. To meet that need, employees of the System may volunteer for off-site assignments of up to four (4) hours per month for approved parent-teacher activities, school visitations, volunteer work and other related school activities for kindergarten through twelfth grade. Such a commitment recognizes the need to support family needs, and will result in a positive and long-term benefit to the State of Colorado.

PROCEDURE

1. A staff member must submit a written request for K-12 school assignments, which outlines the scope of the volunteer activity. The written request must include the date(s) and time(s) of the requested assignment.
2. Approval must be obtained in advance. Individual colleges will determine the process for obtaining approval which best meets the needs of their college.
3. These hours do not accumulate from month to month. Hours not used during any particular month will be forfeited.

In addition, Classified staff members with one year or more of state service may request administrative leave as described in classified rule P-5-22. Such leave shall run concurrently with the K-12 assignments allowed under this policy and may not be used in time blocks of more than four (4) hours per month. Hours must be approved in advance as directed by institutional policy.