

<b>College Procedure:</b>	<b>403.7 – Extracurricular Activities</b>
<b>Policy Reference:</b>	<b>403 – Workplace Safety</b>
<b>Responsible Department:</b>	<b>Human Resource</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Human Resources</b>
<b>Effective Date:</b>	<b>5/16/2016</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

This procedure provides guidance on participation in activities outside of the normal duties of your profession. The procedure applies to all employees planning and/or participating in extracurricular or team building activities. This procedure provides guidelines on what are acceptable extracurricular activities for employees to participate in, on and off campus, when employees are being paid and participation is mandatory.

## The Procedure

Extracurricular and team building activities are encouraged, but the risk to employees should be evaluated prior to consideration of the activity. Activities including team building activities that involve physical activity should be approved by the Cabinet member for each department and the Director, Risk Transfer prior to participation by any employees. Activities will be approved on a case-by-case basis once the risk of employee injury and the benefits of the activity have been assessed.

When extracurricular activities are approved for student groups, employees who are supervising or participating in the activity should limit their own participation in the physical activities with the student population. Participation should be limited to instruction and supervision of the physical activity or related tasks.

When instructing or supervising specific activities, you should assure the physical effort and force used will not place yourself or others in a situation that may cause injury.

## References

## Definitions

<b>Term</b>	<b>Definition</b>
Extracurricular activities	Activities outside of the normal responsibilities of your profession.
Term 2	
Term 3	
Term 4	

## Revision Log

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	5/16/2016	Jim Choate, Vice President, Finance	
2			New template 9/1/2017
3			Procedure template 10/21/2019