

## College Procedure: 403.7 – Extracurricular Activities

Policy Reference:	403 – Workplace Safety
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	05/16/2016

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

---

### 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.

### Definitions

**Extracurricular Activities:** ACTIVITIES OUTSIDE OF THE NORMAL RESPONSIBILITIES OF YOUR PROFESSION.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	05/16/2016	Jim Choate, Vice President, Finance	New procedure
2	09/01/2017	Cabinet	New template
3	10/21/2019	Cabinet	Procedure template