



**MOLLOY
UNIVERSITY**

Policy # HR.406
Non-Job Related Molloy Activities
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

NON-JOB-RELATED MOLLOY ACTIVITIES

Participation in non-job-related activities, during working hours, can enhance an individual's employment experience at Molloy University. For purposes of this policy, non-job-related activities include but are not limited to; teaching a credit or non-credit course, taking or auditing a credit or non-credit course, chaperoning a trip, serving as a tutor, as a club or activity advisor, participate in a university wide committee or serving on the Staff or Administrator's councils.

In order to ensure that an employee's participation does not negatively affect their job performance, supervisory approval must be obtained before an employee commits to any non-job-related activity. The immediate supervisor in conjunction with the department head will review the request in light of departmental needs and work schedule. Upon approval, the supervisor and applicable Vice President will sign the Non-Job-Related Activity Schedule and return it to the Human Resources Office. In the event of teaching a class, a copy of the approved form should be sent to the Associate Provost prior to the start of course work. An employee should not be placed on a Departmental Workload Form without the prior approval of the Associate Provost.

Any time from the regular workday that is missed for teaching or taking a credit or non-credit course, serving as a tutor, club or activity advisor must be made up on an hour for hour basis. The meal period is not an acceptable time to make up the time missed.