



# Administrative Regulations

Number AR8-14  
Issue 1

**Subject: Authorized Attendance at City Sponsored Programs/Activities during Working Hours.**

## I. PURPOSE

The purpose of this regulation is to establish uniform guidelines regarding the authorized attendance at City sponsored programs/ activities during working hours.

## II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. AMENDMENT

The City Manager may amend these procedures and contents set forth in this regulation as required.

## IV. CITY SPONSORED PROGRAMS/ACTIVITIES

The City Manager, or designee, shall review all requests to designate specific programs/activities as "City sponsored". Approval shall be based upon the benefits to be derived by both the City and the employee in the participation in these programs/activities.

Example" of City-sponsored programs/activities are:

- Annual Service Awards Luncheon
- City Blood Bank Drive
- Flu Shot Immunization Program
- Stress Management Program
- Alcohol/Drug Abuse Program
- Health Hazard Appraisal Program

## V. SCHEDULING CITY SPONSORED PROGRAMS/ACTIVITIES

Careful consideration shall be given when scheduling City sponsored programs/activities. The selection of dates, times, and locations shall be made only after carefully reviewing the impact of such decision on City operations.

### A. Normal Duty Hours

City sponsored programs/activities whose primary benefit is to both the City and the employee may be scheduled during normal duty hours in order to encourage the maximum employee participation.

#### (1) Authorized Absence - Mandatory

The City Manager, or designee, shall identify those programs/activities which qualify for the mandatory release of employees.

#### (2) Authorized Absence - Optional

Department heads shall have the total discretionary authority to determine whether or not to approve or deny any request from employees to attend these City sponsored programs/activities during working hours. Requests shall be denied whenever an employee's absence will result in the disruption of the normal working processes of the departmental

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operation. Department heads, however, will make reasonable efforts to accommodate employees who have expressed a desire to participate in these City sponsored programs/activities.

For those employees who are unable to attend City sponsored programs/activities because their absence would result in a disruption of City services, special sessions may be arranged during non-regular duty hours whenever possible, if there is sufficient interest expressed by those unable to attend. Employees attending these special sessions will do so on their own time and will not be entitled to any additional compensation.

**B. Non-Regular Duty Hours**

City sponsored programs/activities whose primary benefit is to the employee shall be scheduled at times other than during the normal working hours whenever possible. This will allow for a minimum of disruption to City services.

Sessions may be arranged during lunch hours, however, those employees opting to use their lunch time to attend these programs/activities will not be allowed additional time to have their lunch nor will they be entitled to any additional compensation.

**C. Normal Duty Hours Vs. Non-Regular Duty Hours**

In the event of any scheduling difficulties (normal duty hours vs. non-regular duty hours), the City Manager, or his designee, shall be consulted for final decision.