



		<b>Policy Section:</b>	Institutional Support
<b>Policy Number:</b>	5521-15	<b>Policy Title:</b>	University Ambassadorships
<b>Original Effective Date:</b>	9/15/06	<b>Department:</b>	Human Resources
<b>Date Last Revised:</b>	2/12/15		

**Policy Statement:**

For the purpose of this policy, “University Ambassadorship” is to be associated with opportunities available to employees to serve and/or interact, as representatives of the University, with organizations other than those with which they interact as part of their normal job duties. To be approved, such opportunities would be those deemed beneficial to the University in that they would, whether directly or indirectly, advance the University’s mission by positively affecting student recruitment, enrollment, retention, and educational experience, or the University’s reputation or financial status.

While all employees are expected to represent the University in a positive manner, and while certain employee’s regular job duties involve fund raising trips, University-sponsored trips, speaking engagements, etc., University Ambassadorships describe involvement in activities which are both outside the realm of the employee’s normal job duties, and which cause the employee to need to use University work time, or time off from work, in order to represent the University in an Ambassador function. Ambassadorships may include participation in other organizations’ activities or programs, or in the University’s activities or programs when the employee’s Ambassador role is distinctly different from the employee’s primary responsibilities.

Employees may, without additional approval, use vacation time and other available paid-time-off as per the Paid Time Off for Staff and Faculty Leave policies to participate in non-University-affiliated ministry-related activities such as mission trips, camps, speaking engagements, etc. Such participation is not covered or addressed under this policy.

**Procedure:**

1.0 Requesting Approval

To obtain approval to serve in an Ambassadorship function, an employee shall submit a request to his/her supervisor as far in advance of the opportunity as possible. The request shall be made in writing and shall contain the following information:

- 1.1 Name of the organization with which the Ambassadorship will be aligned (if other than Cairn);
- 1.2 Name of the activity or program in which the employee wishes to serve (whether Cairn- or other organization-sponsored);
- 1.3 Description of the organization’s/program’s purpose and activities;
- 1.4 Description of the nature of the employee’s proposed involvement;
- 1.5 Dates of the requested commitment;
- 1.6 Explanation of the anticipated benefit(s) to the University;
- 1.7 Disclosure of compensation to be provided by the organization (if any);
- 1.8 Anticipated costs to the University (such as travel, meals, lodging, faculty coverage, etc.).

2.0 Approval Process

Using the criteria set forth in section 3.0, below, the employee’s supervisor will review the request. The supervisor is then to submit the request, along with his/her recommendation, to the overseeing administrator for consideration. Should the administrator endorse the request, it shall be brought to the President’s Cabinet for final approval.

### 3.0 Criteria for Approval

The supervisor and, in turn, the President's Cabinet shall consider the request based on the following:

- 3.1 The compatibility of the Ambassadorship organization's purpose, doctrine and programs with the University's mission (if the Ambassadorship is non-Cairn-sponsored);
- 3.2 The details of the employee's proposed function;
- 3.3 The employee's length of service with the University;
- 3.4 The extent to which the employee has taken other time off (paid or unpaid);
- 3.5 The nature of the employee's duties as they relate to the University's ability to satisfactorily continue operations during the employee's absence;
- 3.6 The time of year of the employee's requested absence as it relates to the employee's duties;
- 3.7 The degree to which the requested Ambassadorship is likely to result in opportunities for the University that are more meaningful or profitable than would be the employee's contributions by way of performing his/her regular job duties during the Ambassadorship period;
- 3.7 The effectiveness of the employee's past Ambassadorship assignments (if any);
- 3.8 The effectiveness of past Ambassadorship assignments with the associated organization (if applicable);
- 3.10 The President's Cabinet will also consider the recommendation of the employee's supervisor.
- 3.11 Compensation to be provided to the employee by the sponsoring organization (if any).

### 4.0 Notification of Approval

The employee's administrator shall notify the employee's supervisor of approval or decline of the employee's request. To the degree possible, such notification will be made within two weeks of the administrator's receipt of the request from the supervisor. If compensation is to be provided to the employee by the sponsoring organization, approval shall also include the University's decision to continue all, some or none of the employee's University pay during the Ambassadorship assignment.

### 5.0 Report and Follow-up

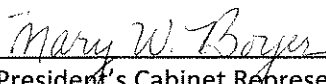
When the employee has participated in a non-Cairn-associated Ambassadorship assignment, the employee shall prepare a report of the experience within two weeks of his/her return. The purpose of the report is to provide various departments with information which will enable them to maximize the benefit to the University that the Ambassador's service created or strengthened. This information is to be submitted to the employee's supervisor and administrator and shall include:

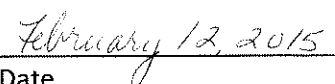
- 5.1 Name of the organization with which the Ambassadorship was aligned;
- 5.2 Summary of the activity or program in which the employee served;
- 5.3 Description of the nature of the employee's participation and involvement;
- 5.4 Names and contact information of key individuals with whom the employee came into contact;
- 5.5 Recommendations to the specific University department(s) whose function(s) might benefit from the contacts made, on how best to follow-up with individuals listed;
- 5.6 A summary of the benefit(s) to the University resulting from the Ambassadorship opportunity.

### 6.0 Cairn-Provided Paid Time Off

Employees approved for Ambassadorships may be permitted to take time off from their regular duties without being required to use sick/personal or vacation time. Such approval shall be provided on a case-by-case basis using the factors named in section 3.0, above, as criteria. When approved:

- 6.1 Exempt employees shall continue to receive pay on an uninterrupted, bi-weekly basis.
- 6.2 Hourly employees shall receive pay at their regular hourly rate for up to 8 hours per day/40 per week and, as with use of PTO for personal reasons, will not be eligible for overtime pay.

  
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President's Cabinet Representative

  
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Date