



**Office of Human Resources
Standard Operating Procedure
HR SOP #610**

Subject: Event/Ceremony Attendance

Effective Date: September 1, 2020

Policy Statement:

DNR recognizes the need of employees to attend various events/ceremonies. As needed, managers/designees will identify employees who will officially represent the agency. Managers/designees also will inform employees that their attendance as an unofficial representative is optional and must be in accordance with this procedure. Attendance at events/ceremonies by employees not designated as official representatives is not considered work time and may not be counted as work time. Employees attending events/ceremonies in an unofficial capacity must request the use of leave in accordance with department leave request procedures.

Definitions:

Immediate Family: An employee's spouse, child, parent, grandparent, grandchild, brother and sister, including active step and in-law relationships. Immediate family also includes any other person who resides in the employee's household and is recognized by law as a dependent of the employee.

Official Representative(s): An employee(s) who is authorized to attend an event or ceremony as a representative of the department. Attendance by this designated employee(s) is an official duty of their job and may be counted as work time.

Unofficial Representative(s): An employee(s) who attends an event or ceremony on their own time. Attendance is not part of their official duties and may not be counted as work time.

Procedure:

Funerals:

The loss of family or colleagues is a very difficult time for all involved. Managers must use good judgment and be sensitive to those experiencing a loss.

Employees who experience a death of an immediate family member which requires their presence may use sick leave for this purpose. See HR SOP #602, Sick Leave for information on the use of sick leave for this purpose.

Managers are encouraged to select employee(s) who will officially represent the department and be in attendance at the funeral of colleagues or family members of colleagues. Only those

employees who are designated as official representatives will be considered on state business and authorized to represent the agency on state time and travel in state vehicles. Uniformed employees may wear their uniform if appropriate.

For those not designated as an official agency representative, attendance is at their own expense, on their own time and they must travel in private vehicles, although carpooling with an official agency representative is allowed. Uniformed employees who are not official agency representatives may wear their uniform if appropriate. Employees attending funerals as unofficial representatives must adjust their schedule/submit leave requests in accordance with department leave request procedures to account for time attending at the event.

Funerals of Active Employees:

Attendance at the funeral of an active employee is not considered work time. Managers/designees are encouraged to select employee(s) who will officially represent the department and be in attendance at the in-state funeral of an active employee who passes away while employed with the department.

Funerals of Retired Employees or Professional Partners of DNR:

Attendance at the funeral of a retired DNR employee or professional partner is not considered work time. Managers/designees are encouraged to select a limited number of employee(s) who will officially represent the department and be in attendance at the funeral.

Funerals of Family Members of DNR Employees:

Attendance at the funeral of an employee's immediate family member is not work time. Managers/designee may select employee(s) who will officially represent the department and be in attendance at the funeral.

Retirement Events:

It is expected that a reasonable amount of event planning and preparation will be required to commemorate the retirement of a long-term DNR employee. Planning and preparation are appropriate during normal work hours and may include the use of state vehicles to carry supplies to the event. Employees required to be involved in these activities, are considered to be on work time while carrying out these responsibilities.

Employees required to participate in the formal program are considered official representatives. They are considered to be on state business (work time), they may use state vehicles, and wear their uniform if appropriate.

Those not involved in the planning and/or participating in the formal program, are unofficial representatives. They are in attendance on their own time, are not authorized to wear their uniform at the event, attendance is at their expense, and they must travel in private vehicles, although carpooling with an official agency representative is allowed. These employees must adjust their schedule/submit leave requests in accordance with department leave procedures to account for the time attending at the event.

Those voluntarily involved in planning, preparation, participating in the formal program or attendance of a retirement ceremony for a non-DNR employee are not considered to be on work time. These employees must adjust their schedule/submit leave requests in accordance with department leave procedures to account for the time volunteering.

Retirement Events During the Day:

Attendance at retirement events that are held during the workday is not considered work time. Managers/designees may select employees who will officially represent DNR and be in attendance at the retirement event. DNR employees are required to attend retirement events during their normal lunch or break periods or adjust their schedule/take leave to account for the time attending the event.

Retirement Events for DNR Employee after Normal Work Hours:

Attendance at retirement events held for an active DNR employee after ~~the~~ normal work hours is not considered work time. Managers/designees may select employees who will officially represent DNR and be in attendance at the retirement event.

Retirement Events for DNR Professional Partners after Normal Work Hours:

Attendance at retirement events held for a professional partner of DNR after normal work hours is generally not considered work time. Managers/designees may select a limited number of employees who will officially represent DNR and be in attendance at the retirement event.

Other Events:

Attendance at other events such as wedding/baby showers, birthday celebrations, luncheons, etc., during normal work hours is not considered work time. Employees attending such events must adjust their schedule/submit leave requests in accordance with department leave procedures.

Attachments:

None