

Policy Number: 02.067

Policy Title: Conference Representatives and Related Compensation

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Conference Representatives and Related Compensation

In the event that there is a conference to which it would be appropriate to have staff employee representatives attend, up to four (4) staff employees may be designated as the official representatives of Antioch College. For faculty members, the Vice President for Academic Affairs shall determine the appropriateness of sending representatives to a particular conference and shall designate the faculty to serve as official representatives. For all other staff, the hiring Supervisor, in conjunction with the Office of Human Resources, will determine the appropriateness of sending representatives to a particular conference and shall designate the staff employees to serve as official representatives.

The designated representatives shall be paid their regular hourly wage rate for any hours missed from their regular work schedule attending the conference. If other staff employees attend the conference, they will not be compensated for hours missed from their regular work schedule, and must use vacation time or take an unpaid leave of absence.

If a Supervisor determines that a staff employee should attend a conference or event outside the immediate area, then the employee shall be paid their regular hourly wage rate for their normally scheduled hours.

Antioch College does not pay wages during the time an employee travels to and from work. The only exception is when an employee is driving other College employees to a location outside the immediate Yellow Springs area, in which case the driver will be paid for travel time from Antioch College to the conference location and from the conference location to Antioch College.