

## BRG Participation Policy FAQ

### When can employees be released or approved to participate in a BRG-related activity?

Q1. ***What if the location requires significant distance or travel time?***

Answer: Attending BRG-related activities should be considered part of the workday, which includes a reasonable travel distance or possible remote attendance, if available. Supervisors should meet with employee to discuss what may be considered reasonable distance to allow them to attend.

Q2. ***What if I approve an employee to attend a BRG-related event and then they ask to serve on the BRG leadership?***

Answer: Participation in BRG-related activities is open to all state employees and considered a leadership priority. Employees can be involved at different levels, which may have different commitment requirements. Leadership is a larger commitment than attending meetings or events. Supervisors are encouraged to meet with the employee to discuss the potential development of leadership skills and work expectations and establish a reasonable plan to try to allow their participation.

Q3. ***What if an employee asks to attend a BRG-related event and is working on an important deadline to meet?***

Answer: Participation in BRG-related activities should be considered a leadership priority, but does not supersede business operations. If a work deadline is due, supervisors are encouraged to meet with the employee to discuss a plan to complete work deadline. Some considerations may include authorizing a work schedule adjustment for the designated meeting day/week, extension on deadline, or protected time to complete the assignment.

Q4. ***What if an employee serves in a BRG leadership position and is not completing work assignments?***

Answer: Employee participation in BRG related activities is considered work-related and a leadership priority. Employees are expected to maintain their required job standards. If the work performance declines, supervisors are encouraged to meet with the employee to discuss a plan to improve or complete work assignments. Some considerations may include authorizing schedule adjustments for the designated meeting day/week, extension on deadlines, or protected time to complete the assignment.

Leadership term limits vary per BRG, but are typically 1-2 years in length. If attempts to improve work performance are not successful, supervisors can meet with employee to further discuss a timeline for the employee to end their leadership term.

Q5. ***What if more than one employee from the same work team requests to participate in BRG related activities?***

Answer: Supervisors, in consultation with each requesting employee should attempt to remove any prohibitive factors that may prevent their participation in BRG activities.

If multiple employees from the same work team requests to attend the same BRG related activity and coverage is essential, supervisors may consider working with employees to create

a rotating release schedule, options for back-up coverage, or other reasonable alternatives that will allow the employees to attend.

Q6. ***What if an employee requests to attend a BRG-related activity outside of their normal work hours?***

Answer: BRG-related activities are considered part of the workday only when it occurs during the employee's scheduled work hours. An employee may choose to attend a BRG-related activity that occurs outside of the employee's normal work hours or scheduled day off. The Employer is not required to pay overtime or approve compensatory time for an employee to attend BRG events during off-duty hours.

Q7. ***What if an employee participation in a BRG-related activity will incur overtime?***

Answer: Employees are not entitled to overtime to attend a BRG-related activity. BRG-related activities are considered part of the workday when it occurs during the employee's scheduled work hours. Supervisors should consider allowing an employee to adjust their work hours for that week to avoid incurring overtime and must not require an employee to use paid leave to attend.

Q8. ***What if an employee works in a position that will require paid back-up coverage for them to attend a BRG-related activity?***

Answer: BRG-related events are work-related activities are subject to the agency's established provisions for back coverage to attend agency-sponsored events.

Q9. ***What if an employee asks to use a state-owned or agency vehicle to attend a BRG-related event?***

Answer: BRG-related events are work-related activities and use of state resources to include motor pool or agency assigned vehicles should be permitted if available for reservation. Employer should follow the provisions of the Statewide Administrative and Accounting Manual for vehicle use and mileage.

Q10. ***What if an employee requests to take leave to attend a BRG-related activity?***

Answer: If an employee wishes to submit a request for vacation or personal holiday to attend a BRG event, they may do so. All leave requests submitted to the supervisor are subject to the supervisor's approval or denial in accordance with agency practices. Authorization to attend a BRG-related activity or requests for leave should not be arbitrarily denied.

Supervisors may not require employees to use accrued leave to attend a BRG-related activity.