



TO: Deans, Vice Presidents, and Directors

FROM: Peter Barnes, Vice President, Human Resources

RE: Supervisory Support for Community Activities

DATE: March 3, 2010

We are fortunate to work in an engaged and active setting that allows each of us to find unique and meaningful ways to participate in, and contribute to, our academic community and our work environment. As you know, Emory has a number of active volunteer organizations, commissions, councils and committee opportunities that represent a core element of our culture. These opportunities permit individual and collective input at all levels of the institution. Further, they help each of us to grow personally and professionally in ways that are invaluable to Emory and to the individual volunteer.

While managers and supervisors must ultimately ensure that Emory's work is done, I encourage managers and supervisors across the institution to enable employees to become involved, and to serve on Emory's many organizations and committees. Understandably, there are times when an employee may be unable to leave the office during normal working hours to participate in Emory's internal volunteer organizations due to professional demands and deadlines. However, you are encouraged to make reasonable allowances during the workday, when possible and appropriate and not in violation of Emory's policies, to permit employees to contribute in these ways. By supporting employees in this manner, the volunteer organizations, commissions, councils and committee will be stronger and better able to serve their purpose at Emory.

Questions about time and attendance rules or other applicable policies should be directed to the Human Resources' Employee Relations Department.