**Section IV: Policy**

***Current:***

**Section 6-13 Special Events**

***UTTC International Powwow, Tribal Leaders Summit, Thunderbird Run, and other Cultural Activities***

* The United Tribes International Powwow, Tribal Leaders Summit, Thunderbird Run, and other Cultural Activities are established institutional events of UTTC.
* Employees are asked to work during these events to make them a success.
* The work time requested is a minimum of 4 hours and up to 8 hours. If an employee wishes to work more than 8 hours up to a maximum of 24 hours, the additional time must be approved in advance by the employee’s supervisor and the appropriate event coordinator.
* Exempt employees that work before or after their normal work hours will receive *special events leave*, by recording their name and time(s) with the appropriate event coordinator.
* Exempt employees that work during their normal working hours will track those hours as “regular hours worked” and will not receive *special events leave*.
* Non-exempt employees that work *more than 40 hours will be compensated at one and one-half times their regular pay rate. See Section 5-6 Wage and Work Conditions for information on overtime.*
* *Special events leave* must be used by December 31st of each year for 12-month employees and by the end of the academic year for 9 and 10-month employees.

***Graduation***

* All faculty and appropriate administrative personnel are expected to participate in the Fall and Spring semester graduations.
* Cap, gown, and appropriate vestments should be worn by faculty and appropriate administrative personnel.
* Arrangements for rental or purchase of cap, gown, and appropriate vestments may be made at the UTTC bookstore.

***Revised:***

**Section 6-13 Special Events**

***UTTC International Powwow, Tribal Leaders Summit, Legends Softball Tournament, Golf Tournament, Thunderbird Run, and other Cultural Activities***

* The United Tribes International Powwow, Tribal Leaders Summit, Legends Softball Tournament, Golf Tournament, Thunderbird Run, and other Cultural Activities are established institutional events of UTTC.
* Employees are asked to work during these events to make them a success.
* The work time required is a minimum of 8 hours. If an employee wishes to work more than 8 hours up to a maximum of 24 hours, the additional time must be approved in advance by the employee’s supervisor and the appropriate event coordinator. Overtime pay is appropriate for non-exempt employees and should be a budget consideration by the supervisor when approving additional time.
* Non-exempt employees that work *more than 40 hours will be compensated at one and one-half times their regular pay rate. See Section 5-6 Wage and Work Conditions for information on overtime.*
* Non-exempt employees who work beyond the approved time by the supervisor will be considered volunteers and will not be compensated for any additional time.
* Exempt employees that work before or after their normal work hours will receive *special events leave*, up to 24 hours by recording their name and time(s) with the appropriate event coordinator.
* Exempt and non-exempt employees that work during their normal working hours will track those hours as “regular hours worked” and will not receive *special events leave*, but may meet the 8 hour work requirement
* *Special events leave* must be used by December 31st of each year for 12-month employees and by the end of the academic year for 9, 10, and 11-month employees.

***Graduation***

* All faculty and appropriate administrative personnel are expected to participate in the Fall and Spring semester graduations.
* Cap, gown, and appropriate vestments should be worn by faculty and appropriate administrative personnel.
* Arrangements for rental or purchase of cap, gown, and appropriate vestments may be made at the UTTC bookstore.

**Updated 10.12.21**