

## **Memorandum of Agreement**

### **Protocols for Staff Chaperoning Office Sponsored Student Activities/Events**

Stockton University supports the idea of employees taking on roles which enhance positive student-employee interaction and contribute to the success of high impact learning practices. The University understands there may be situations in which employees working in position titles without responsibilities for student activities/events, have the skills and interest to take on temporary student life roles which benefit students, employees, and the University. The protocols contained herein provide direction for staffing of student activities/events when staffing needs go beyond the capabilities of the office sponsoring the activity/event.

#### **A. Obtaining Information Regarding Opportunities to Get Involved**

When an activity/event needs chaperones beyond the capabilities of the office sponsoring the activity/event a request will be electronically disseminated to the campus community.

#### **B. Staffing Student Activities/Events**

Each activity will be reviewed, and the staffing needs determined by management upon review of the event and the risk management considerations. This may vary depending on the nature of the event and its location. Management responsible for planning and approving student activities/events must consider the staffing requirements and impact to the institution prior to making a commitment to an activity/event.

The duties and responsibilities of the chaperone will be clearly outlined in the call for chaperones.

#### **C. Staffing Approval Process for Student Activities/Events**

In all cases, staff will only be assigned a role with a student activity/event upon approval from the employee's supervisor and manager in consultation with management from the sponsoring office.

Employees not approved by their supervisor and manager for a role with a student activity/event will not be permitted to staff the event. For example, employees may not use personal leave time to assume a role with a University activity.

#### **D. Eligibility Requirements**

To be eligible, an applicant may need to meet the following requirements depending on the type of event being chaperoned:

- Be a full-time employee, or graduate coordinator enrolled as a full-time graduate student
- Be able to perform any physical activity required of the event
- Be willing to assume liability for the students and able to respond in crisis and emergencies
- Have completed certification to operate Stockton fleet including passenger vans (when applicable)
- Have access to a working cell phone 24 hours a day (i.e., roaming may be necessary)
- Have access to Stockton email 24 hours a day
- Have access to a university issued P-Card for the duration of travel
- Have knowledge of university travel and emergency procedures, Code of Conduct and other guidelines for student and employee behavior, including disciplinary processes
- Have some experience with conflict resolution (e.g., informal mediation, mediation training)
- Complete all university travel-related paperwork

#### **E. Workload & Compensation for Chaperones**

The following apply to employees chaperoning an institutional program:

- The employee shall not be required to use vacation, personal, flex, or compensatory time in order to serve as a chaperone. Employees will remain in paid status for the duration of their normal work week.
- In some cases, the employee may have the ability to earn alternate time off (i.e., compensatory time) for transportation to and from Stockton University to site, official chaperone duties beyond normal work hours including, emergencies and special requests, and any situation in accordance with negotiated agreements.
- The employee shall keep a time log of said duties outside the normal work day for their assigned site using the program-provided form, to be submitted to their respective budget unit manager (BUM) no later than 10 days after the last day of travel.
- Are eligible for reimbursement of approved and unexpected travel-related expenses incurred to support students and themselves in the capacity of chaperone, during regularly scheduled travel and emergency situations.

Sample calculation for alternate time off (i.e., compensatory time), accrued for staff chaperones beyond the normal work week:

- 1) Travel to and from Stockton University and North Carolina site = 22 hours (2 trips at 11 hours each)
- 2) Evening Duties = 15 hours of logged time (5 days x 3 hours)
- 3) Emergencies = 2 hours of logged time

Estimated total hours: 39 hours

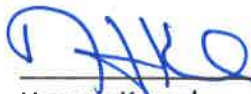
**Term**

This Agreement shall remain in full force and effect from this date until June 30, 2022 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2022, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

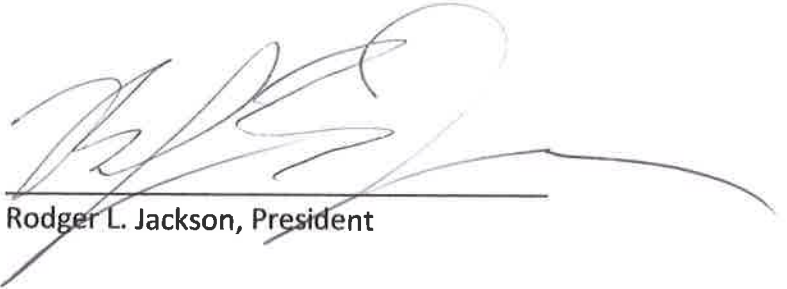
IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 9-10-19.

For: Stockton University

For: The Stockton Federation of Teachers



\_\_\_\_\_  
Harvey Kesselman, President



\_\_\_\_\_  
Rodger L. Jackson, President