

Alternative Breaks

Staff/Faculty Partner Contract

The role of the Staff/Faculty Partner is essential to the success of the Alternative Breaks program. In addition to their full participation on the trip, Staff and Faculty Partners are responsible for supporting and mentoring their student Site Leader, managing the budget, and performing the role of a representative of the University of Utah while on the Alternative Breaks experience. Because this role is so critical to our program and such a heavy responsibility, the following expectations and policies have been established for all Staff and Faculty Partners.

1) Commitment

- a. A Staff/Faculty Partner must commit to full participation in the program for the entirety of the duration of service as outlined in the application. This includes but is not limited to retreat attendance, meetings with the student site leader and participants, meetings with Alternative Breaks staff, etc.
- b. It is the expectation that Staff/Faculty Partners only discontinue their role in the event of family emergencies, medical concerns, or leaving the university. Notice of discontinuation within the role should take place immediately—as soon as the staff member is aware that a conflict with the program is a likely.
- c. The Alternative Breaks staff reserves the right to release staff partners at any time from their commitment to the program.

2) Communication

- a. Staff/Faculty Partners are expected to be responsive (responding within 48 hours) and communicative to the Alternative Breaks administrative staff, their student site leader, and participants.

3) Boundary Expectations and Behavior with Students

- a. Staff and faculty are expected to maintain appropriate boundaries with students. Any suspicion of boundary violation or inappropriate behavior with students will result in an immediate meeting and conversation with Alternative Breaks staff.
- b. Alternative Breaks staff reserves the right to follow up on boundary violations with higher administration at the University of Utah.

4) Familial/Intimate Partnerships in Relation to the Staff/Faculty Partner Role

- a. Staff/Faculty Partners may not be matched on trips with students with whom they have maintained or currently maintain a familial relationship or intimate relationship. This includes spouses, family members, partners, etc.
- b. Staff/Faculty Partners must disclose if they have an intimate or familial relationship with participants, applicants, site leaders, or any other stakeholder in their duties and role as a Staff/Faculty Partner within the Alternative Breaks program.
- c. Staff/Faculty Partners spouses, partners, or significant others cannot attend or assist in Alternative Breaks activities.

5) Alcohol- & Drug-Free Policy and General Safety

- a. Staff/Faculty Partners will uphold the rules and regulations of the Alternative Breaks program and the University of Utah, including the substance-free portion of the trip.
- b. Staff/Faculty Partners will support their student Site Leader and manage their trip in a way that ensures the safety of all participants.
- c. Staff/Faculty Partners will neither join their trip late nor leave their trip early—*no exceptions*. You are required to be with your trip from the time they leave the University of Utah campus until the time the trip returns to the University of Utah campus.

6) Monetary Responsibilities and Expectations

- a. In the event of a Staff/Faculty Partner not refunding Alternative Breaks funds, or using trip funds in an inappropriate or careless manner, the Staff/Faculty Partner will be held responsible for those funds.

7) Non-Discrimination Policy & Incident Reporting Policy

- a. Staff/Faculty Partners must not discriminate on the basis of ability; age; cultural identity; ethnicity; family educational history; gender identity and expression; nationality; political affiliation; race; religious affiliation; sex; sexuality; economic, marital, social, or veteran status.
- b. Staff/Faculty Partners are obligated by federal law to report any events or reported events concerning sexual harassment, sexual assault, or discrimination to the University of Utah Office Of Equal Opportunity and Affirmative Action and the Dean of Students Office. Alternative Breaks staff are available to assist Staff/Faculty Partners in reporting to University of Utah administration any violations brought to their attention.

8) Release of Staff/Faculty for the Week of Fall/Spring Break

- a. As this is a serious professional development opportunity for University of Utah employees, the Vice President of Student Affairs, Barb Snyder, and the Senior Vice President for Academic Affairs, Dan Reed, have requested that deans, directors, managers, and supervisors support their employee in this capacity by allowing them to take the work week of fall/spring break as part of their university duties, with pay. The employee is expected, however, to volunteer time normally spent out of the office such as evenings/weekends. **It is encouraged that the employee not be expected to use vacation time for this professional development opportunity.**
- b. In addition to the Alternative Breaks experience itself, the Staff/Faculty Partner is expected to attend bi-weekly Alternative Breaks meetings for training purposes, regular meetings with their student Site Leader, and occasional additional program events and meetings with Bennion Center staff.

9) Release from Program Duties

- a. Release from Staff/Faculty Partner duties is a serious occasion. It is the expectation that Staff/Faculty Partners do not step down unless in the event of life-altering changes such as serious medical concerns, illness in the family, or in the event of the staff/faculty leaving the university.
- b. The Alternative Breaks program reserves the right to release Staff/Faculty Partners at any time due to violation of the above policies and contractual obligations presented here and throughout training sessions and other program activities.
- c. In the event a Staff/Faculty Partner is voluntarily released from their duties, a "Release from Duties Request" form must be filled out by the staff/faculty member and provided to the Alternative Breaks Coordinator. The "Release from Duties Request" will then be presented to the staff/faculty supervisor for review and signature.

In signature of this contract, I agree to be held accountable for the above expectations and policies, and fulfill all requirements of a Staff/Faculty Partner within the Alternative Breaks program. I understand that failure to do so could lead to release from Staff/Faculty Partner duties and the program.

Staff/Faculty Partner Signature

Print Name: _____

Staff/Faculty Partner Signature

Date

Alternative Breaks

Staff/Faculty Partner Supervisor Information and Agreement

Because of the reliance on Staff/Faculty Partners to make the Alternative Breaks program successful, the Alternative Breaks program and the Bennion Center strongly recommend that staff/faculty who are selected as partners be released from their normal duties during the week of their Alternative Breaks experience (Fall or Spring Break) in order to represent the University in this capacity. This recommendation (see terms listed below) is supported and endorsed by the Vice President for Student Affairs and the Senior Vice President for Academic Affairs—please see accompanying letters of support from VP Barb Snyder and Senior VP Dan Reed.

Release of University Staff/Faculty Serving as Partners within the Alternative Breaks Program

Alternative Breaks Staff/Faculty Partner release for participation should include the following terms:

- 1) Release is on an individual and departmental basis according to the requirements of each position.
- 2) The employee is allowed to take the time during fall or spring as part of their university duties with pay. Staff and faculty are expected, however, to volunteer their evenings and weekends during fall or spring break.
- 3) The employee will not be paid for time normally spent out of the office (i.e. weekends and after-hours meetings).
 - a. If a Staff/Faculty Partner is selected to serve as the partner for a weekend break (from Friday-Sunday), it is encouraged for the employee to be released from their duties the following Monday.
- 4) Reasonable effort will be made to adjust the employee's schedule so they may attend necessary Alternative Breaks meetings/trainings and other functions.

Signature of Supervisor

Name: _____

Phone: _____

Email: _____

Department: _____

In **initial** of each of the following items and in signature below, I certify that

_____ The Staff/Faculty Partner (employee) has provided me with a complete **Staff/Faculty Partner Contract** and that I have read and understood each of its terms;

_____ I have read and understood the terms set forth here regarding the Staff/Faculty Partner's release from regular duties during the Alternative Breaks trip for which they are selected; and that

_____ I have discussed this release with my staff/faculty member and we have agreed to clear guidelines regarding their participation in Alternative Breaks and my expectations of them during the time of their involvement with the program.

Supervisor Signature

Date

April 8, 2019

Dear University Colleagues,

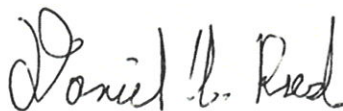
Connecting the work of our faculty, staff, and students, to issues and needs of our communities is a priority for the University of Utah. To that end, I write to encourage you to ask the faculty and staff in your unit to consider serving as a partner for the Bennion Center's Alternative Breaks program. This deeply engaged learning experience supports the University's mission by engaging students from diverse backgrounds in a variety of community projects designed to develop civic competencies—awareness, skills, values, and habits. Additionally, the program offers all U of U employees a rich and unique professional development experience and a chance to mentor exceptional students, visit communities inside and outside of Utah, and take a deep dive into the issues affecting local health and quality of life.

Each semester, the Bennion Center's Alternative Breaks program needs faculty and staff willing to serve as mentors and form meaningful partnerships with student site leaders. Together—mentor and student leader—design, plan, and implement an exceptional community engaged learning experience for a group of U students rooted in service, dialogue, and the ideals of justice.

The Bennion Center depends upon the voluntary participation of engaged faculty and staff across campus to successfully execute its Alternative Breaks program. Because the work associated with being a faculty or staff partner requires a significant time commitment and because it is of such great value to the mission of our University, I recommend that supervisors talk with the faculty and staff on their teams about whether their involvement with Alternative Breaks could be part of their regular duties.

I am committed to providing our dedicated faculty and staff the support and resources they need to advance our University mission and advance their own professional development. I hope you will join me by enthusiastically supporting these experiences when the faculty and staff members in your unit seek them.

Sincerely,



Daniel A. Reed
Senior Vice President for Academic Affairs

June 7, 2013

Dear University Directors, Deans, and Supervisors:

I am writing to secure your support of staff/faculty participation within the University of Utah's Alternative Breaks program. This program provides a rich and unique professional development experience for staff members who interact and work with students at any level. It allows staff/faculty to engage in one-on-one mentorship with a student site leader wherein they support the student in planning, facilitating, and leading a volunteer trip for other University of Utah students surrounding a social issue.

Because of the reliance on staff/faculty partners to make this program successful, the Alternative Breaks Advisory Board has recommended that staff/faculty who are selected as Staff Partners be released from their normal duties during fall/spring break in order to represent the University in this capacity (see enclosed release). We enthusiastically support these recommendations and ask for your endorsement of this phenomenal professional development experience.

Sincerely,



Barbara H. Snyder
Vice President for Student Affairs

Enclosure