

EMPLOYEES OTHER THAN THE ORGANISER(S) ACCOMPANYING STUDY TRIPS

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1. PURPOSE

AUP is committed to ensuring the safety and proper supervision of students during study trips, and also to ensuring that opportunities to join study trips are offered to interested employees in an equitable manner. This policy describes the conditions under which employees may volunteer to participate in study trips

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

- i. All study trips are accompanied by two university employees.
- ii. When a trip is organized by two faculty members working together on a team-taught course or simply on two courses which can benefit from a trip to the same destination, additional personnel will be approved only if the number of students registered warrants the deployment of three employees
- iii. Additional personnel to accompany study trips may be designated as appropriate by the Provost and the Vice President for student services.
- iv. When there is an unfulfilled need for a second employee to accompany a study trip, the person will be selected from the pool of available volunteers
- v. Only "Cadre" level administrative staff may volunteer to accompany study trips
- vi. Employees accompanying study trips must be fluent English speakers
- vii. Employees may volunteer to accompany any planned study trip.
- viii. The supervisor must give his/her consent to the administrative staff member's being absent from his/her office for the duration of the study trip
- ix. The Provost must give his/her consent to the faculty member's cancelling classes for the duration of the study trip
- x. The administrative staff member's salary will be charged to the Cultural Programs cost center for the duration of the study trip
- xi. The employee will not be entitled to overtime pay on weekdays during the study trip (each day will be counted and paid as one normal work day)
- xii. The employee will be entitled to overtime pay for Saturdays and/or Sundays during the study trip only if an emergency situation obliges him/her to take charge of one or more students during this time
- xiii. Employees accompanying study trips on a volunteer basis will not be entitled to payment of the *prime de sujétion*.
- xiv. Eligible employees who have volunteered to accompany study trips are selected by the lead faculty member with the approval of the Provost and the Vice President for Student Services. The selection is confirmed concerning administrative staff members only upon the supervisor's approval.
- xv. An employee who has accompanied a study trip is removed from the list of volunteers for all other study trips for the remainder of the academic year in question. He or she may volunteer again for the following academic year.
- xvi. If there are no volunteers to accompany a given study trip, the Office of Academic Affairs and the Office of Student Development will work together to identify an employee (staff or faculty member) to accompany the trip on a non-voluntary basis.

4. RESPONSIBILITIES

The Office of Human Resources is responsible for administration of the list of volunteers, and seeks the approval of the supervisor or the Provost as appropriate.

The Provost and the Vice President for Student Services are responsible for determining, with input from the faculty member, the employee who will be selected to accompany each trip

5. DEFINITIONS

“Employee” Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

The policy was approved on 11 December 2019

The next review will be in November 2020.

7. ISSUING OFFICE AND CONTACT

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