

**DMA Policy: #3-0621**

**Name: DMA Team Building Events**

**Approval Signature:** \_\_\_\_\_

**Effective Date:**

**Revised: 6/6/2016**



The Department of Military Affairs (DMA) values our employees and we encourage and support professional and positive working environments. Team building events positively contribute to the overall success of our organization; workforces with strong interpersonal relationships function more cohesively and typically have higher levels of productivity and performance.

Department Administrators and Program Directors shall consider public perception and fiscal responsibilities when planning team building events. Team building events shall be scheduled with minimal organizational impacts and potential negative perceptions; avoid scheduling an event preceding or following a holiday or other non-work period. Team building events should be conducted on military installations or other non-public venues to minimize potential negative public perceptions. Team building events shall be scheduled during DMA core business hours and should not result in overtime or compensatory time accrual.

Team building one-day events shall not exceed eight hours in length or two events not to exceed a total of eight hours, in a fiscal year unless pre-approved by the Deputy Director. Each event must include relevant training, education or professional development to improve professionalism, morale and work performance and promotes cooperative learning and/or group problem solving in a fun and engaging manner. Training events must comply with EEO/ADA policy and regulations and the DMA Safety Program.

Department Administrators and Program Directors shall develop and maintain a training plan and agenda for each team building event. Team building events that do not involve a contract or outside support shall be approved by the Deputy Director. Events that involve contracts or outside support must be approved by the DMA Director.

In accordance with state and federal regulations, contract personnel may not participate in team building events or associated activities unless their participation is pre-approved by their employer. Although contracted employees complement our full time staff, they are not employees or part of the state workforce. Any deviation to their work schedule must be coordinated and approved by their employer.

Employees who elect to not participate in a planned activity will be required to perform their duty day at their workstation unless they are in an authorized and approved leave status.

Employees will adhere to all DMA, state and federal policies while participating in scheduled team building events. Non-DMA sponsored events require the use of vacation or compensatory leave and are not covered by this policy.

Questions regarding this policy should be directed to the DMA HR Officer, at 324-3334.