

## Open Opportunities Participant Requirements and Expectations

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### **Section A**

#### Participant Requirements:

- Participants must possess the desired education, experience and skill set targeted for the opportunity.
- Participants must have permanent civil service status and passed probation in their current classification.
- Participant performance and attendance in their current position should be satisfactory and in good standing, as confirmed by their supervisor/manager.
- Participants are required to discuss the hours, requirements, and work location of the opportunity for which they are requesting approval. Participants must work with their supervisor/manager to outline an approved schedule for allotted time to complete the opportunity.
- Participants must receive approval from their supervisor before they can be approved for assignment to any posted opportunity. (Supervisory/Managerial approval must be received prior to applying for a posted opportunity.)
- If supervisory/managerial approval is received, an Open Opportunities Agreement of Participation must be completed, signed and submitted for final review.

### **Section B**

#### Participant Expectations:

- Participation in the Open Opportunities program is voluntary and may be terminated by the employee, the employee's supervisor/manager, the Task Creator, or program administrators at any time.
- As a volunteer, participants understand and agree that they shall not receive additional compensation for participation in the Open Opportunities program. Compensation is defined as salary, compensated time off, out-of-class consideration, or state service credit.
- Participants will complete the opportunity within the established time frames, by the assigned due date, as agreed between parties. The term "Parties" includes the employee, their supervisor/manager, the Task Creator, and program administrators.
- Participants shall maintain effective communication between their supervisor/manager and the Task Creator regarding the status and completion of the task.

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- Participants will use the comment section on the posted opportunity for questions and to provide updates to the task creator regarding their assigned opportunity. Comments and questions posted by participants will be reviewed, and shall be removed if the content includes any violations of Departmental policy such as the following:
  - Threatening, slanderous or obscene comments.
  - Personal attacks.
  - Comments which are offensive or discriminatory toward an individual or group based on race, color, national origin, ethnic group identification, ancestry, age (if over 40 years of age), medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, religion, military or veteran status, or disability.
  - Sexually explicit material.
  - Ideas or comments that promote specific services or products.
  - Spam or undecipherable comments.
  - Copyrighted or proprietary information which participants do not hold the right to use or make public, including intellectual property or other entities.
  - Entries submitted to which the submitter cannot plausibly hold the copyright or other intellectual property rights.
  - Confidential or personal information which should not be made public (e.g., social security numbers, postal and email addresses, phone numbers, etc.)
- Participants who violate Departmental policy while participating in the Open Opportunities program may be held accountable for those policy infractions.
- Participants will receive feedback from the Task Creator regarding their draft and/or final submission(s). Participants may be asked to edit/revise their submission(s) for final completion. Any alterations to the original agreement between parties, including time commitments and the time line for completion, must be discussed and agreed to by the employee, their supervisor/manager, the task creator, and the program administrators. Task creators and/or program administrators reserve the right to re-assign tasks to other participants at any time.