

# Administrative Policy

<b>Subject:</b>	Employee Volunteerism
<b>Date Effective:</b>	XXX
<b>Date Expires:</b>	Until Amended or Rescinded
<b>Distribution:</b>	All Employees
<b>Supersedes:</b>	-
<b>By Authority</b>	
<b>of:</b>	Township Manager



## 1. Purpose

The purpose of this policy ("Policy") is to foster an internal culture of community giving, encourage employee commitment to our community, bolster community organizations' effectiveness, and exemplify the very nature of our role as public servants in providing for the benefit of our community at large.

It is the intent of this Policy to allow Township employees the structured freedom to give back to the Lower Paxton community, while limiting the undue burden on the daily operations and mission of the organization.

## 2. Definitions

"Sponsored Volunteer Activities" – volunteer opportunities as approved by the Township Manager's office. The Human Resources Manager shall keep a list of Sponsored Volunteer Activities. Working upon the recommendation of the Employee Engagement Committee and in consideration of the vision of the Board of Supervisors, the Township Manager may approve new or rescind existing Sponsored Volunteer Activities.

"Volunteer Time Off (VTO)" – the informal designation of paid time off in furtherance of this Policy. The Department of Finance may utilize whatever such internal designation of payroll time to properly track and manage this Policy.

## 3. Policy

It is the intent of this Policy to provide all full-time employees with the opportunity to participate in Sponsored Volunteer Activities during the course of that employee's normal working period.

### A. Eligibility and Participation:

- i. All full-time employees of the Township are eligible to participate in Sponsored Volunteer Activities.
- ii. Interested full-time employees shall submit a Volunteer Activity Request form to the Human Resources Manager not less than 2 weeks prior to the intended volunteer opportunity.

- iii. All submitted forms received by the Human Resources Manager shall be conveyed to the respective department director for final approval in a timely fashion so as to provide as much notice to the interested employee as feasible.
  - iv. Volunteer Activity Requests shall be approved on a case-by-case basis by the respective department director in consideration of daily operational needs, employee performance and history of attendance, and the Township's desire to execute the expressed Purpose of this Policy.
- B. *Time off and Compensation:*
- i. Each eligible employee is permitted up to eight (8) hours of paid VTO to participate in Sponsored Volunteer Activities per calendar year.
  - ii. Paid VTO for these purposes may not be accrued or carried over from one calendar year to the next.
  - iii. The employee's unpaid meal period shall be taken concurrently with the paid VTO.
  - iv. Additional unpaid time off may be granted at the discretion of the Township Manager upon request.
  - v. Understand that, due to staffing needs, not all Volunteer Activity Requests may be honored.
  - vi. All employees must continue to meet all established goals and work requirements despite absences resulting from approved VTO.
- C. *Liability and Risk Management:*
- i. In submitting Volunteer Activity Requests, each employee also attests to an included waiver of liability for any incidents that may occur in the participation of Sponsored Volunteer Activities.
- D. *Code of Conduct:*
- i. During the course of participation in all Sponsored Volunteer Activities, each employee shall continue to adhere to the Township's Personnel Policy Manual, the respective Collective Bargaining Agreement, and any and all respective departmental policies and standards.
- E. *Repeal and Discontinuation:*
- i. The failure to adhere to standards contained herein shall result in the revocation of volunteer privileges.
  - ii. The Township reserves the right, at any time, to amend or wholly discontinue this Policy, for any reason.
- F. *Employee Engagement Committee:*
- i. The Employee Engagement Committee shall be tasked with reviewing this Policy and relating activities from time to time, and recommending to the Township Manager any alterations thereof.