

EMPLOYEE VOLUNTEER ACTIVITIES

I. PURPOSE:

The purpose of this policy is to establish guidelines for employees volunteering during scheduled work hours. The City of Little Rock recognizes that employee involvement in the community is a critical component in the efforts to help strengthen the community we serve. Therefore, we encourage employees to make a positive contribution by lending their voluntary support to programs that enrich the quality of life and opportunities for the citizens of Little Rock.

II. RESPONSIBILITY:

It is the responsibility of all Department Directors to assure compliance with this policy.

III. DEFINITIONS AND SCOPE:

- A. Volunteer: Is defined as an eligible employee who without compensation or expectation of compensation performs a task for an organization authorized by this policy.
- B. Eligible employees: All full-time employees (exempt and non-exempt) with at least six (6) months of service are eligible.

IV. POLICY:

- A. Volunteer Activities:
 1. The Department Director will determine if the organization requiring volunteer assistance is appropriate.
 2. Volunteer locations must be approved non-profit organizations within the City Limits.
 3. Volunteering for religious organizations or political causes is not an authorized activity within the scope of this policy.
 4. Employees are prohibited from utilizing City vehicles and equipment while volunteering.
 6. Employees volunteering in another Department, including employees participating in the Job Shadow Program, may be subject to background investigations in accordance with position

necessity. The Employment Services Division will evaluate the volunteer assignment to determine if any of the following conditions exist:

- a. Contact with individuals in secluded environment or entering private homes.
- b. Handling money/financial resources.
- c. Contact with children or vulnerable adults.
- d. Access to Social Security Numbers/Driver Control Records/ other private data.
- e. Access to drugs/controlled substances.
- f. Access to private/secure areas which are restricted.
- g. Operates a City vehicle.
- h. Stoop, walk, bend and/or ability to lift up to forty (40) pounds of more.

If any of the above conditions exist, the volunteer may be required to submit to the following screenings: drug/alcohol, criminal, traffic records, sexual offender, physical fitness.

B. Volunteer Time:

1. Approved volunteer time will not be deducted from the employee's paid leave.
2. Volunteer time (absence from the work unit) should not:
 - a. Conflict with the peak work schedule of the employee's work unit or other work related responsibilities.
 - b. Create need for overtime.
 - c. Cause conflicts with other employees' schedules.
3. The Department Director will determine if the amount of volunteer time is appropriate and if the time utilized is consistent with the volunteer time application.
4. Volunteer time, to the extent possible, should be regular and on a set schedule to help with coordination of other work responsibilities and work unit operations.
5. The Department Director may grant up to fifty-two (52) hours per calendar year of volunteer time (paid absence from the work unit for volunteering as described in the policy).
6. Volunteer time shall include travel to and from the volunteer service site as well as the actual volunteer activity.

V. PROCEDURE:

- A. An employee interested in volunteering during his/her scheduled work hours with the City shall fill out an application for paid volunteer time. Departments will provide employees this application.
- B. An employee shall meet with his/her Department Director, or designee, to discuss the volunteer service choice, anticipated schedule and to receive written approval.

- C. Department Directors may, at any time, rescind permission for an employee to volunteer during scheduled work unit hours.
- D. The employee shall notify the Department Director or designee in writing promptly following each volunteer activity covered by this policy (e.g. if a volunteer activity occurs every Tuesday, the employee should report, in writing, such paid volunteer time, including travel, promptly following return to the work site each Tuesday).
- E. Department Directors shall maintain copies of volunteer time applications, approvals, and paid volunteer time utilized, as necessary for reporting and monitoring.
- F. Department Directors shall ensure that volunteer time is properly charged in the payroll system by coding employees' time to the appropriate pay code, which is – vol.

Approved:



Bruce T. Moore
City Manager

City of Little Rock Paid Volunteer Time Application

Employee Name: _____

Department: _____

Name of Volunteer Organization: (i.e. Arkansas Food Bank)

Brief Explanation of Volunteer Work: (i.e. reading to school children)

Frequency of Volunteer Work: (i.e. every other Tuesday, 1:45 PM - 3:15 PM; include travel time)

I have read the Employee Volunteer Policy and Guidelines and agree to abide by them.

Employee Name (Print)

Date

Employee Signature

Immediate Supervisor

- Approve
 Disapprove

Department Director Signature

Date