COMMUNITY and STUDENT SERVICE LEAVE

The College recognizes the importance of community involvement and encourages employees to use their talents to benefit our students and community. To demonstrate the importance the College places on these activities, employees will be given paid leave, during regular business hours, to participate in volunteer activities contributing to a local non-profit organization, and/or paid leave to facilitate activities designated by the College that directly benefit College students, during or beyond regular business hours.

A maximum of 8 hours of paid leave per fiscal year (July 1 – June 30) will be made available to current full and part-time staff on July 1 of each year. This leave may be used only for providing community or designated College student service as outlined herein.

I. Eligibility

This program is applicable to all regular full-time and part-time employees. Employees on probationary status are not eligible for this benefit.

II. Qualifying Volunteer Service

Paid community service must be in participation with an organization that has a valid 501(c)(3) designation from the Internal Revenue Service ("Non-profit") or other activities designated by the College that directly benefit College students ("Student Activity"). The activity must be non-partisan, non-denominational and non-profit. The volunteer service must not attempt to promote religious beliefs or influence legislation, governmental policy, or elections to public office. However, events sponsored by a church or political organization to benefit the community at large or another organization or specifically identified 3rd party are allowed. All organizations and activities should have goals that the College would deem ethical and consistent with the College's *Values and Mission.*

Examples: Working at a fundraiser for your church would NOT be an allowable activity because the work directly benefits a denominational entity.

Work at a fundraiser held at your church which benefits the Allegany County Animal Shelter (a non-denominational 501(c)(3)) WOULD be a covered activity.

Work at a fundraiser sponsored by the Allegany County Republican Committee to benefit a local family who is homeless due to a fire WOULD be an allowable activity under the policy.

Work at a fundraiser sponsored by Candidate X to support their campaign would NOT qualify.

III. Availability

Service hours for Non-profits should be during the employee's normal work hours. Service hours for student activities may occur as indicated by the College approved activity. Leave to serve a Non-profit may be taken in 4-hour increments or one 8-hour increment. Any volunteer service less than 4 hours would qualify as one 4-hour increment. More than 4 hours but less than 8 hours would qualify as one 8-hour increment. Student Activity service may be taken in increments as small as two hours.

IV. Use of Leave

Paid leave for service to Non-profit is not granted for days or hours that employees are not scheduled to work. Paid leave for Student Activity service may be taken outside the employee's regularly scheduled work hours. When Student Activity service is authorized by the supervisor to occur outside the employee's regularly scheduled work hours, the supervisor and employee should arrange for the employee to use equivalent comp time, ideally during that same week. However, if the paid leave will cause a non-exempt employee's hours to exceed 40 hours in the week, the employee must offset the Student Activity service with supervisor approved comp time during that same week. Comp time arrangements should be clearly defined, in writing, on the *College Agreement to Participate in Community Service* form before the supervisor approves the Community Service leave.

V. Unused Leave

Community service leave that is not used in a fiscal year will not be carried forward to the next fiscal year. No comp time or payout will be granted for unused community service leave.

VI. Request of Leave

Prior approval must be obtained in writing by the employee's immediate supervisor using the *College Agreement to Participate in Community Service* form. Based on supervisor approval, one, 4-hour increment of community service leave (2 hours for Student Activity service) can be used in combination with another form of paid leave. Supervisors may require written verification and/or acceptable proof from an official of the Non-profit or College Student Activity

Coordinator, for use of community service leave. If leave hours are used for Student Activity service outside the normal workday, comp time arrangements, must be documented in the appropriate section of the *College Agreement to Participate in Community Service* form. Upon completion of service, a supervisor from the Non-profit or the College Student Activity Coordinator, must complete the *Verification of Community Service* portion of the employee participation form.

VII. Denial of Leave

The College may determine that it is not possible to release certain employees under this program due to staffing requirements or scheduled course obligations. The unit supervisor may require leave be taken at a time other than requested based on operational needs.

VIII. Reporting of Leave

With appropriate supervisor approvals, employees will report community service leave on their time sheet. Leave time taken under this program will be included in the calculation of weekly hours for overtime for non-exempt staff. One copy of the completed *College Agreement to Participate in Community Service* form, which includes employee reflections about their participation in the activity, will be provided to the unit supervisor and one copy will be sent to the Office of Human Resources. Employees are encouraged to retain a copy for their files to ensure paid activities are not included as Service to the Community in In-Class Advancement reports. The Office of Human Resources will share information about employee volunteer activities with the SL/CE office.

IX. Exclusions

Leave submitted without prior approval will be replaced with vacation pay or unpaid leave as appropriate. Employees will not be entitled to any reimbursement for travel, lodging, meals and other trip-related expenses. Time spent commuting to and from the volunteer site is not counted towards leave. An employee may not receive any direct compensation or benefits for their service outside of their regular rate of pay. Paid community service is NOT eligible for inclusion as community service for In-Class Advancement. However, the College encourages all employees to provide additional, non-paid Student Activity service to both College students and other organizations benefitting our community. Non-paid service, as always, is encouraged and may be included in the employee's ICA report.