

LEAVE TO PARTICIPATE IN COMMUNITY/STUDENT SERVICE

I. PURPOSE

Allegany College of Maryland 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 ACM students, during or beyond regular business hours.

This program establishes guidelines for the administration of a community service program. 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 ACM student service as outlined herein.

II. ELIGIBILITY

This program is applicable to all regular*, budget approved, full-time and part-time staff. Those employees that are within their six-month probationary period are not eligible for this benefit.

III. PROCEDURES

- a) Availability of Leave:** All current College employees may receive up to eight (8) hours of paid leave per fiscal year to perform qualifying volunteer service (see section IV). Service to outside 501(c)(3) organizations must be used during regular business hours. Employees who opt to provide designated service to ACM students, may use the leave as dictated by the college approved activity. Leave to serve an outside non-profit, must be taken in two 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. Authorized service to ACM students may be taken in increments as small as two hours.

- b) Use of Leave:** Paid leave for service to an outside 501(c)(3) is not granted for days or hours that employees are not scheduled to work. Paid leave to facilitate a college authorized activity for ACM students, may be taken outside the employee's regularly scheduled work hours. When student 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 focused volunteer activity with supervisor approved comp time during that same week. Comp time arrangements should be clearly defined, in writing, on the *ACM Agreement to Participate in Community Service* form before the supervisor approves the Community Service leave. Leave under this program may be used only for providing community and/or student service as outlined in section IV.
- c) 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.
- d) Request of Leave:** Prior approval must be obtained in writing by the employee's immediate supervisor using the *ACM Agreement to Participate in Community Service* form. Based on supervisor approval, one, 4-hour increment of community service leave (2 hours for designated service to ACM students) 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 community service organization or ACM Student Activity Coordinator, for use of community service leave. If leave hours are used for student service outside the normal work day, comp time arrangements, as outlined in section IIIb, must be documented in the appropriate section of the *ACM Agreement to Participate in Community Service* form. Upon completion of service, a supervisor from the organization or the ACM Student Activity Coordinator, must complete the *Verification of Community Service* portion of the employee participation form.
- e) 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.

- f) Reporting of Leave:** With appropriate supervisor approvals, employees will report community service leave on their time sheet by using the “other pay” drop down box and selecting Community Service. 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 *ACM 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 HR. 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. (See Exclusions in Section IIIG.) HR will share information about employee volunteer activities with the SL/ICE office.
- g) 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 service to both ACM students and other organizations benefitting our community. Non-paid service, as always, is encouraged and may be included in the employee’s ICA report.

IV. 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 or other activities designated by the College that directly benefit ACM students. 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.

*Regular hourly employees defined in Policy 01.009.01.