



## XX.XXX: Volunteer Time Off

Effective: xx/xx/xxxx – RES-XXXX-XXX

### **Purpose:**

Genesee County encourages employees to become involved in the community through volunteering to support programs and events that positively impact where we work, live and serve.

The purpose of this policy is to outline the opportunities and procedures for Genesee County employees to engage in community volunteering activities. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and help those in our community. Our hope is that participating in these activities will enrich and inspire the lives of our employees while living out our values.

### **Authority and Responsibility:**

This policy is authorized by the Board of Commissioners. Departments are responsible for appropriate Kronos coding. Human Resources is responsible for any questions regarding the implementation and utilization of this policy. The Board office is responsible for selecting and announcing dates. Departments/Offices are responsible for approving time off.

### **Application:**

This policy shall apply to all benefit-eligible employees.

Collective bargaining agreements should be reviewed for additional terms and conditions for employees represented by a union. In instances where the collective bargaining agreement and this policy do not align, the collective bargaining agreement shall prevail for employees represented by the union.

Paid Volunteer Days shall not be used to create overtime. Utilization of paid volunteer time must be approved in advance.

When considering approval of Volunteer Time Requests, Department Heads shall ensure appropriate staffing levels to remain open.



## **Definitions:**

**Paid Volunteer Time** – Paid time off from normal duties to volunteer at authorized volunteer opportunities.

**Authorized Volunteer Opportunities** – Events and opportunities selected by Genesee County for eligible employees to utilize paid volunteer time.

**Eligible Employee** – Benefit employees who have completed 520 hours of employment.

**CBA** – Collective Bargaining Agreement which outlines the terms and conditions of employment for represented employees.

**Volunteer Request and Acknowledgement** – The form to be completed by the employee requesting to use paid volunteer time. Outlines the responsibilities of employees while volunteering. Signed by the department head or designee for approval.

## **Policy & Procedure:**

Eligible non-union employees will have 16 paid hours per calendar year to be utilized for approved volunteer events. Each paid volunteer opportunity will be no less than four (4) hours.

*Represented employees should reference their Collective Bargaining Agreement for the number volunteer hours provided.*

Volunteer opportunities will be designated by Genesee County.

## **Procedure**

1. **Announcement of Volunteer Opportunities** – Approved volunteer opportunities will be selected and announced to employees through various methods such as email and intranet postings.
2. **Approvals** – Employees must request volunteer time off from their supervisor with reasonable advance notice using the form below. Approval is at the discretion of the department head/elected official or designee based on operational needs of the department.



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3. **Compensation** - Employees will be paid at their normal hourly straight time rate of pay inclusive of shift premiums for volunteer hours used.

4. **Employee Responsibilities**

- a. Follow all policies and procedures as a Genesee County employee.
- b. Be a positive representative of Genesee County.
- c. Volunteer for not less than four (4) hours (no more than eight (8) hours) for each paid volunteer opportunity used.

\*\*See Request and Acknowledgment form on next page.



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## Volunteer Request and Acknowledgement

I, \_\_\_\_\_ am requesting to utilize paid volunteer hours  
(employee name)  
on \_\_\_\_\_ to volunteer at a Genesee County authorized volunteer opportunity.  
(date)

Which Genesee County authorized volunteer opportunity did you choose?

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I understand while utilizing a paid volunteer day:

- I am representing Genesee County as an employee and am required to adhere to all policies and procedures which apply to my employment.
- I agree to volunteer for the entire time of the authorized volunteer opportunity: four (4) hours or eight (8) hours.
- If I volunteer more than eight (8) hours in one day, I will only be paid eight (8) hours.
- It is my responsibility to follow the call-in procedures if I am unable to attend the volunteer opportunity and if calling off, I will be required to use appropriate paid time off for the day.
- Any violations of policies, misconduct or failure to attend the volunteer day may result in disciplinary action up to and including termination.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

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\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_