2477 – Volunteer Activities

The College celebrates those employees who voluntarily give of their time and efforts for activities outside of their regular assigned duties. Whether volunteer activities are associated with the many opportunities that the College provides its employees to participate in extra curricular activities or whether the employee volunteers his/her free time for personal interests, the College acknowledges the importance of volunteer work. However, it also recognizes the need for consistency in providing its employees expectations for participating in such volunteer activities. Employees who voluntarily participate in projects/services, whether they be College or community/civic related, should conduct themselves in a professional manner at all times, remembering that they may well be perceived as representatives of the College, its stakeholders, and the students that it serves.

College-Related Volunteer Services:

- Supervisors shall not coerce or intimidate any employee to participate in volunteer activities.

- Hourly employees who volunteer to participate in College-related activities outside of their regular working schedule shall not be compensated for such voluntary services, unless participation is considered to be an extension of the employee's regularly assigned job duties. In such instances, and with the supervisor's prior approval, the College shall compensate the hourly employee who participates in College-related activities beyond his/her regular working schedule.

- Employees may, with their supervisor's approval, volunteer for College-related activities during their normal working schedule and receive their normal compensation, provided that the activity will not create an overtime situation (hourly employees).

Community and/or Civic Volunteer Services:

- Employees who are recognized representatives of the College for various community and/or civic groups may, with their supervisor's prior approval, participate in, and receive compensation for such volunteer services provided during the course of the regular assigned work schedule.

- Employees desiring to participate in community and/or civic volunteer services during their scheduled workday and who are not official representatives of the College for the community and/or civic group, may be permitted to do so, with their supervisor's prior approval, by utilizing accumulated vacation leave or personal leave, to be reflected in the employee's time records.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1464 – Political and Volunteer Activities of Employees

Approved by: President

Date: 8/20/02

Revision(s): 10/16/07; 6/9/08; 10/28/19 (minor revision)