

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7411.0

FOR POLICY NUMBER: BP – 7410

VOLUNTEERISM

1. PROCEDURE SUMMARY STATEMENT

Northeast Community College supports employees in volunteerism activities that enhance and serve the communities in which they live and work. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and helps those in need. At the same time, the College recognizes that participating in these activities will also enrich and inspire the lives of employees.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 All regular full-time employees can volunteer up to four (4) days per academic year with a 501(c)(3) nonprofit or its U.S. equivalent. More than one organization may be chosen for volunteer activities throughout the academic year.

3.2 The employee must provide reasonable notice to their supervisor and work demands can take priority over the volunteer time off (VTO) request. Employees can choose a charity or nonprofit of their choice or work together with other college members on a team volunteer activity.

3.3 Amount of Volunteer Time

3.3.1 Employees will be paid at their normal pay rate for the volunteer hours taken.

3.3.2 Volunteer hours are refreshed at the beginning of each fiscal year (July 1st) and cannot be accrued or carried over into the following fiscal year.

3.3.3 Usage of this time does not affect personal/annual leave accrual or balances.

3.3.4 Volunteer hours shall not be utilized or compensated as overtime hours.

3.4 Ineligibility

3.4.1 Employees are ineligible to participate in the VTO program if:

- 3.4.1.1 The employee is on a Performance Improvement Plan (PIP) or Probation in accordance with AP-7322.0 and AP-7322.1 Progressive Discipline.
- 3.4.1.2 The employee's employment with the College terminates for any reason.
- 3.4.1.3 The VTO program is discontinued. The College reserves the right to modify, amend, suspend, or discontinue this program at any time, without prior notice. The College also reserves the right to revoke approval if it is felt that the employee is misusing the program.

3.5 Request and Approval Process

- 3.5.1 Employees should request approval from their supervisor at least one (1) week before the requested time off. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor.
- 3.5.2 Examples of appropriate uses for VTO include, but are not limited to, the following:
 - 3.5.2.1 Building a house for Habitat for Humanity
 - 3.5.2.2 Volunteering at a food bank
 - 3.5.2.3 Cleaning up a park or trail
 - 3.5.2.4 Becoming a youth mentor
 - 3.5.2.5 Volunteering at a local hospital or long-term care facility
 - 3.5.2.6 Judging a science fair competition
 - 3.5.2.7 Volunteering at an inner-city school
 - 3.5.2.8 Serving on a nonprofit board
- 3.5.3 VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin, or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

4. APPLICABILITY

N/A

ISSUE DATE: 10/06/2021

EFFECTIVE DATE: 10/06/2021

REVISION DATE(S): N/A

PRIOR POLICY/PROCEDURE NUMBER: N/A

SCHEDULE FOR REVIEW: 2026

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: N/A

PROCEDURE KEY WORDS: Volunteerism