

Policy Statement on Volunteer Community Service

**Date Issued/
Revised** January 1, 2012 through December 31, 2012 (This will be a pilot program and will be periodically reviewed for effectiveness and continuation throughout this period.)

Purpose/Goal The purpose of this policy is to support activities that enhance and serve communities in which we live and work and the issues that impact quality of life.

The intention is to participate in giving back and supporting the community and, within strict guidelines, allow University of the Pacific employees to contribute their time for that effort. At the same time, the University recognizes that participating in these sorts of activities enriches the lives of its employees.

Policy This policy works to provide eligible employees with paid time off to volunteer for community service (“Volunteer Community Service Time”). An employee is eligible to take the equivalent of two regularly scheduled workdays to a maximum of sixteen (16) hours per calendar year (January 1 through December 31) for community activities. Volunteer Community Service Time must be requested in advance and approved by the immediate supervisor and Human Resources.

Guidelines

- Your service must be non-paid (by the charitable organization);
- The activity or event must be sponsored by a duly registered not-for-profit, charitable organization;
- The event or service must be facilitated/supervised by an official, non-profit organization;
- Volunteer hours proselytizing religious and partisan political groups are not eligible; and
- The event or service must benefit the community and must take place within an 80-mile radius of your campus.

Procedures

- After successfully completing the Introductory Performance Review period, employees are eligible for paid Volunteer Community Service Time. All employees must meet the performance expectations of their position to remain eligible for the paid time off.
- All requests for paid Volunteer Community Service Time off will be considered. The University reserves the right however, to deny any requests at its sole discretion. Volunteer Community Service Time is not an

entitlement.

- To request paid Volunteer Community Service Time, the employee will complete the Volunteer Community Service Request Form and submit it to the employee's immediate supervisor and Human Resources for approval prior to engaging in the event or activity. Approval is at the discretion of the employee's supervisor. The approved Volunteer Community Service Request Form must be attached to the corresponding timesheet or time variance form.
 - A designated leader of the charitable event must sign and date the Volunteer Community Service Request form to verify that the employee volunteered on behalf of the University at the event and met service requirements. The completed form must be attached to the appropriate timesheet and submitted to Payroll.
 - Volunteer Community Service Time does not accumulate from year to year.
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