OPERATING PROCEDURE

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<th>070.001.001 – Volunteer Leave</th>
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<td>Associated Rule Number/ Name:</td>
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<td>Human Resources</td>
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Overview

The Volunteer Leave Operating Procedure is intended to outline the steps necessary to obtain approval for volunteer leave and properly document the use of this leave. Completion of the outlined steps is not a guarantee of approval for leave. All employees should read the Volunteer Leave Administrative Rule prior to application.

Areas of Responsibility

Employee

FT staff, PT staff, and FT faculty are required to apply for, conduct, and report their volunteer leave in compliance with the information outlined in the Volunteer Leave Administrative Rule and Operating Procedure.

Department Chiefs

Department chiefs are responsible for approving or denying applications for volunteer leave and ensuring proper use of time.

Human Resources Administrative Assistant (HRAA)

The HRAA is responsible for monitoring the use of volunteer leave and reviewing the rule/procedure with the Executive Leadership Team (ELT) on an as needed basis. The HRAA is responsible for updating forms and maintaining electronic accessibility of current forms.

Chief Operating Officer (COO)

The COO is responsible for clarifying any concerns or questions.

Executive Leadership Team (ELT)
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The ELT is responsible for reviewing, modifying or terminating the Volunteer Leave Administrative Rule and Operating Procedure each May.

Manager of Benefits and Payroll Accounting (MBPA)

The MPBA is responsible for recording volunteer leave hours used by employees and reporting the data to the human resources administrative assistant.

Operating Procedure Details

1. Confirm eligibility for 24 hours of volunteer leave:
   a. July 1st following 1 full year of employment; and
   b. Have enough eligible hours remaining for the fiscal year.
2. Determine a volunteer activity that meets the following criteria:
   a. Organizations with IRS determination as a 501(c)(3) non-profit organization, governmental organization, or public charity and relating to one of the following categories: education/job skills training and development, neighborhood revitalization, youth programs, health and human needs, civic improvement (environment, public safety, etc.), or arts and culture.
   b. Activity will occur during your typical work day for staff or non-instructional time for FT faculty.
3. Read the Volunteer Leave Administrative Rule.
4. Apply for Volunteer Leave a minimum of 10 work days prior to the activity by reading the Volunteer Leave Application Form Instructions and completing a Volunteer Leave Application Form to your department chief. Waivers are available in special circumstances.
5. Attend volunteer activity and bring a Volunteer Verification Form.
6. Submit completed Volunteer Verification Form to the human resources department.
7. Record Volunteer Leave used on your time card in the “Notes” section in the following format: “Date – # hours Volunteer Leave – Sponsoring Organization”.

Further Information

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References

1. Columbia Gorge Community College Board Policy 70.E – Staff Participation in Community Activities
2. CGCC Administrative Rule 070.001.000 - Volunteer Leave

Forms

1. Eligible Organizations
2. Volunteer Leave Application Form
3. Volunteer Leave Application Form Instructions
4. Volunteer Leave Verification Sheet