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## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	070.001.000 – Volunteer Leave
<b>Responsible Department:</b>	Human Resources
<b>Authority:</b>	Chief Operating Officer

### Overview

The Volunteer Leave Administrative Rule has been developed to benefit the community, employees, and the College. By providing paid leave to employees for their volunteer efforts, the College encourages employees to improve our community and develop a positive relationship with community members, reaffirming Columbia Gorge Community College's (CGCC's) core value of 'commitment to community' and also Core Theme C: Community Partnerships.

### Applicability

- Full-time (FT) staff, Part-time (PT) staff, and FT Faculty are eligible for volunteer leave after a minimum of 12 months of employment in good standing.
- Department Chiefs are responsible for approving or denying applications for volunteer leave and may revoke permission as needed. Use of volunteer leave is a privilege, not a right of employment. Failure to comply with any aspects of the Volunteer Leave Operating Procedure may result in the loss of this privilege.
- Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement and in the event of an apparent conflict, the College will apply a collective bargaining agreement provision.

### Administrative Rule Statement

The College's core values and core themes are used to measure mission fulfillment. These core values and core themes include an emphasis on commitment to the community ("Commitment to Community" core value) and community partnerships (Core Theme C: Community Partnerships). In addition, human capital has been identified as a leadership priority of the President. The Volunteer Leave Program a reflection of the importance of



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the College's core values, core themes, and leadership priorities. Additionally, it is intended to improve job satisfaction and retention for employees and serve as an act of goodwill in our local communities.

### ***Eligibility***

Full-time employees (FTE) will be eligible for 24 hours of paid volunteer leave per year after they have been employed, in good standing, for a minimum of 12 months. Full-time faculty may only use their volunteer leave during their non-instructional time. Part-time staff are eligible for volunteer leave at a rate proportionate to their FTE status. For example, if a part-time staff member is .5 FTE, they are eligible for 12 hours of paid volunteer leave per year after 12 months of employment in good standing (24 hours x .5 = 12 hours).

Seasonal, intermittent, contract, PT faculty, and student employees are not eligible for volunteer leave.

The volunteer activity must take place during the employee's typical work day to be eligible for volunteer leave. For example, a staff member who works from 8 a.m. to 5 p.m. may use volunteer leave to volunteer between 8 a.m. and 5 p.m.

A request for volunteer leave must be made at least 10 business days before the activity. Volunteer leave must be approved by the employee's department chief. Leave will not be granted if an employee's absence will compromise the needs of the department or if the employee is not in good standing. The College may waive this 10-day period in emergency situations, such as requests to volunteer after a natural disaster or a civil emergency. This process is not to be used for activities that are pre-planned by the sponsoring organization. Department chiefs reserve the authority to determine if a volunteer activity is appropriate for the use of the emergency waiver process.

Volunteer leave hours will be available to eligible employees beginning July 1 of each fiscal year. For this reason, employees may work for CGCC for more than one year prior to receiving their first 24 hours of volunteer leave. For example, an individual who begins employment with CGCC in March 2011 would not be eligible to use his/her 24 hours of



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leave until July 1, 2012, assuming he/she is in good standing. Requests for advances of volunteer leave will not be granted.

Volunteer leave is offered to eligible employees as an opportunity, not an expectation. An individual's decision to use or not use the benefit will not impact assessment of his/her job performance. Volunteering is voluntary unless specifically a part of an employee's job description.

### ***Applicant Responsibilities***

Employees must submit a Volunteer Leave Application Form to their department chief 10 business days before the volunteer activity (with the exception of activities which may require an emergency waiver). Once complete, this form will also be routed to Human Resources. The department chief determines whether leave will be granted and notifies the employee of approval or denial of the volunteer leave request.

Upon completion of each volunteer activity, the employee and a representative of the sponsoring organization must complete the Volunteer Verification Form and submit it to Human Resources. If a form is not submitted, the employee will be required to use vacation time for the hours of absence.

Employees will record the amount of volunteer leave used on their time cards in the category "Volunteer Leave." The date and the amount of volunteer leave used for the month should again be noted in the "notes" section of the time card, along with the Sponsoring Organization. For example: "12/21 - 3 hours Volunteer Leave – Chenoweth Elementary." If the event takes less time than approved, the actual time used will be reflected on the verification sheet and should also be recorded on the time card. An employee may not volunteer for longer than the time requested on his/her Volunteer Leave Application Form.

As with vacation and sick leave, it is the responsibility of the employee and the employee's supervisor to ensure proper timekeeping procedures are used by the employee after he/she uses his/her volunteer leave. Human Resources will be responsible for tracking the accumulation of volunteer leave used.

### ***Limits/Regulations***



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Volunteer leave hours are excluded from the calculation of hours for overtime or compensatory time compensation and will not be paid out upon termination from employment with Columbia Gorge Community College, transfer from one fiscal year to the next, or transfer to other employees.

If the volunteer activity occurs at the end of the employee's business day, and the volunteer activity requires less time than anticipated and approved for, the employee must return to work unless there are less than 30 minutes of the approved time remaining.

Department chiefs may revoke permission granted for a volunteer activity if a departmental emergency arises and the leave would, in the department chief's determination, unexpectedly compromise the needs of the department. Permission may also be withdrawn if a performance problem arises or if issues arise that would negatively impact the operations of the department because of the absence. In addition, approval of leave time on individual requests does not imply all future requests will be approved or create an expectation that approval is automatic.

No employee shall engage in activities prohibited by State Ethics Commission (see [http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_199/199\\_tofc.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_199/199_tofc.html) for more details).

An employee is not considered to be participating in a volunteer leave eligible activity when acting as an official representative of the College, at the request of the College, or in a manner described in their job description. These duties are considered part of the employee's assignment and compensated as such.

During travel to and from the volunteer activity, and the volunteer activity itself, employees are not covered by the College's worker's compensation policy. Employees should inquire into the non-profit organization's policy regarding coverage of volunteers.

Employees will not be reimbursed for the mileage to and from the volunteer leave activity.

### ***Additional information***

Employees may use their volunteer leave in partial hour, hour, or full-day segments.



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The calculation of volunteer leave time includes any travel to and from the volunteer site that occurs during the employee's typical work day, in addition to the time spent volunteering on the site.

The use of volunteer leave is not the only means for volunteering during the work day. Staff and faculty may also consider the use of flexible scheduling for volunteer efforts that occur during their typical work day. Flexible scheduling is subject to approval by an employee's department chief.

CGCC employees are encouraged to wear CGCC logo apparel when at the volunteer site.

The program will be scheduled for review by the Executive Leadership Team (ELT) in May of each year. The President or designee has the authority to recommend modifications or termination of the procedure to the Board of Education at any time.

### **Definitions**

1. Compensatory (Comp) Time: Paid time off allowed for time worked in excess of forty (40) hours in a work week. Non-exempt employees shall be compensated at time and one-half during weeks in which they have worked more than 40 hours a week. For weeks in which they have worked less than 40 hours (for example, a holiday has occurred or sick leave was taken) time is compensated at a one-to-one ratio.
2. Eligible organizations/activities: 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.
3. Exempt employee: An employee who is exempt from Fair Labor Standards Act (FLSA) overtime rule protection due to the nature of the work, education requirements of the position, and salary range. These employees are paid an annual salary and are not eligible for overtime pay.
4. Flexible Schedule: A flexible schedule is an arrangement that may include a consistent daily schedule with individualized starting and ending times that are the same throughout the week, or a varying daily schedule that starts or ends at



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different times each day. The varying daily schedule may include a consistent 8 hour day through the week or a varying daily schedule of more or less than 8 hours. For full-time employees, the total weekly hours for both consistent and varying schedules must be 40 for the work week.

5. Good standing: Employee has demonstrated appropriate punctuality, attendance, professional demeanor, etc., as determined in the sole discretion of the Department Chief.
6. Non-eligible organizations/activities: The following activities are not eligible for the Volunteer Leave Program:
  - Strictly serving religious or fraternal initiatives;
  - Those not aligned with College mission of strengthening the community;
  - Those which pose a potential conflict of interest with the College (see CGCC Board Policy GBCA);
  - Situations in which the employee is functioning as a Columbia Gorge Community College representative;
  - Activities involving political groups or political causes;
  - Activities for which compensation is received; and
  - Activities that occur outside of regular work hours.
7. Non-exempt employee: An employee who, based on duties performed and manner of compensation, is subject to all FLSA provisions, including overtime and compensatory time.
8. Overtime: Hours worked in excess of 40 hours, or as fixed by statute or union contract. This time is compensated at time and one-half.
9. Sponsoring Organization: The eligible organization that is responsible for the planning and organization of the volunteer activity.
10. Volunteer: A person who performs or gives services of his/her own free will. A person who renders aid, performs service, or assumes an obligation voluntarily



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without any compensation or benefits from the person or organization for whom he/she is performing the task.

11. Volunteer Leave: Time during an employee's work day in which the employee is volunteering his/her services to an eligible organization and being paid his/her hourly rate by Columbia Gorge Community College. While on volunteer leave, (including travel to and from an approved volunteer leave organization) an employee is not working for the College and not covered by the College's workers' compensation policy.
12. Workers' Compensation Policy: Provided in accordance with state law and outlines the compensation and/or benefits that will be provided to an employee who is injured while engaged in his/her work duties. Employees on volunteer leave or traveling to/from an approved volunteer leave organization are not covered by CGCC's workers' compensation policy.
13. Work Week/Work Day: The calendar work week consists of a seven-day period starting on Sunday at 12:01 a.m. and ending on the following Saturday at midnight. Regular administrative work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Since some staff and faculty work hours vary from this schedule, the "work day" will be considered that schedule approved for the employee by their department chief. Please note, although only a part of their work day, faculty members may only use their volunteer leave during non-instructional time.

### Interpretation of Administrative Rule

Chief Operating Officer

### Cross Reference to Related Administrative Rules

Not applicable.

### Further Information

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**Strategic Direction**

KFA 3: Faculty and Staff

**Appendix**

1. Eligible Organizations List
2. Volunteer Leave Application Form and Instructions
3. Volunteer Leave Operating Procedure
4. Volunteer Leave Verification Sheet