



## Employee Community Service Volunteer Policy

Policy: For employee volunteer involvement in community service  
Effective date:

### I. Purpose

UW-Superior recognizes the value and benefit of employee community engagement. UW-Superior also recognizes the importance of community engagement within the campus strategic plan. In furtherance of this recognition, UW-Superior works for the development and implementation of time allocated for employee volunteerism within the surrounding communities.

Community service volunteer time is a flexible, voluntary option that allows all employees to receive paid leave time (employee does not have to claim vacation or personal holiday time) for their volunteer service in the community. An employee may volunteer for a recognized non-profit 501 (c) (3) or a community event. The employee is a representative of the University when in paid time off status for the voluntary service. The agreed upon community service volunteer time between the employee and UW-Superior will be documented by completing the attached form and returning to the UW-Superior Human Resources department.

The community service volunteer program is intended to be an innovative work option that benefits the University as well as the employee. Community service volunteer time is a cooperative arrangement between the employee and the employer. It is not a basic right of all employees. Community service volunteer time is based on the needs of the community and the university's critical role in community engagement.

This policy applies to all university staff, faculty, limited, academic staff, graduate assistants or University Staff Temporary (UST) employees.

### II. Definitions

*Compensation:* To offset, counterbalance or make satisfactory payment or reparation to; recompense or reimburse for participation in

*Community service event:* It is recognized that not all volunteer community service events are connected to a recognized non-profit organization. However, the event remains a valuable community service activity. Examples may include: assisting with community gardens, roadside cleanups; or volunteering at a nursing home.

*Non-profit, 501 (c) (3) organizations:* A 501(c) organization, or simply a 501(c), is a tax-exempt nonprofit organization in the United States. Section 501(c) of the United States Internal Revenue Code provides that nonprofit organizations are exempt from some federal income taxes. The most common type of tax-exempt nonprofit organization falls under category 501(c) (3), whereby a nonprofit organization is exempt from federal income tax if its activities have the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering amateur sports competition, or preventing cruelty to children or animals.

*Volunteer:* A person who freely offers to take part in an enterprise or undertake a task OR the act of freely offering to do something.

### III. Employee Selection Criteria and Conditions

A formal written request must be initiated by the employee. The employee's supervisor will review the request and consider the unique circumstances of each request in light of the factors below:

1. Needs of the University, department and/or unit;
2. Employee's work duties and the ability to set clear and quantifiable objectives in order;
3. Employee's current and past job performance;
4. Employee's work skills, such as time management, organizational skills, self-motivation;
5. Effect on the rest of the department and/or unit;
6. Nature of employee's duties;
7. Confirm the employee provided a weblink or paper document requesting volunteer service;
8. Other items deemed necessary and appropriate by the employee's supervisor.

Community service volunteer time is approved on a case-by-case basis consistent with the mission of the University and the respective department/unit. Each volunteer service time arrangement will be reviewed periodically.

The University of Wisconsin is a Section 501 (c) (3) tax exempt organization and is prohibited from participating or intervening directly, or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. Therefore, employees cannot use volunteer community service leave to engage in political campaign-related activities.

### IV. Work Performance

The employee is responsible for maintaining levels of production at the expected standard and the quality of work at the expected standard. Reduced work production and/or quality may cause for termination or modification of the community service volunteer time.

### V. Allowable amount of community service volunteer time

A maximum of 12 hours per year can be used toward community service volunteering. An employee may 'earn' up to one (1) hour per month based on contract.

Volunteer hours may be used in pre-determined blocks of time.

### VI. Communication

The employee understands that effective communication is essential for the community service volunteer time to be effective for the University and the employee. The community service volunteer time opportunities will be utilized based on mutual agreement between the employee and the supervisor.

### VII. Approval

No community service volunteer time agreement will be implemented until approved as follows:

Staff approval process:

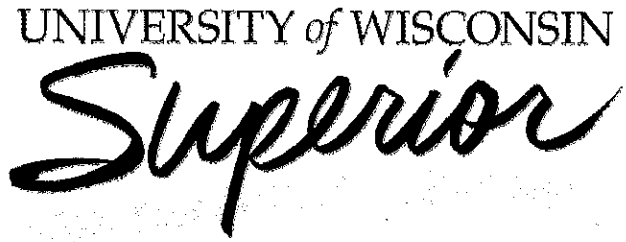
- Employee completes request and agreement form and meets with supervisor to discuss;
- Approval of volunteer service for the non-profit, 501 (c) 3 organization or community service event;
- Supervisor reviews request; only positive recommendations move forward for signature;
- Positive recommendations move forward to the respective Chancellor's Staff for signature;
- Positive recommendations from Chancellor's Staff move forward to HR Department;
- Completed requests are sent to HR department to file.

The request and agreement form must be signed by the individuals stated above. Copies will be provided to all appropriate parties. A copy will be kept in the employees official personnel file.

Policy effective date: September 1, 2016

Approved by Chancellor *Renee M. Wald*

Date 8/31/16



Community Service Volunteer Time Request and Approval

The success of the community volunteer service time program is dependent on a mutual benefit arrangement to the university, the community and to the employee. This form is to be completed by the employee who is requesting community service volunteer time while in pay status. This form is designed to facilitate a positive discussion between the employee and their supervisor. It is important that all information is provided and questions are answered to engage the employee and the supervisor in meaningful dialogue and to determine feasibility. Compensated community service volunteer time is not considered a right of employment.

1. Requesting Employee Information

Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

2. Information about the Organization or School for whom Service will be provided

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date Service Provide: \_\_\_\_\_

Hours of Service: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours: \_\_\_\_\_

Description of Service to be Provided: \_\_\_\_\_

Organization Contact Name & Phone: \_\_\_\_\_

3. Supervisor's Review and Approval

Supervisor's Name: \_\_\_\_\_

I hereby  Approve  Do not Approve the Community Service Volunteer time request.

Additional Comments: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor's Staff Signature: \_\_\_\_\_

This form should be forwarded to Human Resources prior to the commencement of Community Service Volunteer Time.