

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.19
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DATE	12/18/19

SUBJECT: VOLUNTEERISM AND
SERVICE

APPROVED:

Jacqueline A. Johnson, Ed.D.

OBJECTIVE: To encourage employees to seek out mutually rewarding and beneficial volunteer and service activities in our communities, to facilitate such service through the use of flexible employee schedules and to recognize the volunteer service that County employees provide in their communities.

STATEMENT: New Castle County believes it is our responsibility as a governmental entity to strengthen the communities in which we live and work. Accordingly, we would like to encourage our employees to become involved in their communities, lending their voluntary support to programs that enrich the quality of life for all citizens.

Volunteerism and service, as discussed in this policy, includes unpaid activities undertaken outside of an employee's job duties with non-profit or governmental organizations. Political activities, including campaign or partisan affiliated volunteerism, are not included in the scope of this policy. Nothing in this policy shall supersede the existing Administrative Policy for Volunteer Fire Fighters dated August 28, 1990, concerning administrative leave with pay.

In an effort to promote volunteer and service opportunities for its employees, the County will implement a framework for promoting a variety of volunteering opportunities available within our communities and recognizing the positive impact our employees have in their communities.

Procedure:

1. All County Departments and Row Offices are encouraged to permit their employees, whenever operationally feasible, to use flexible schedules to participate in volunteer and service opportunities.
2. All County Departments and Row Offices shall ensure that flexible schedules do not increase the County's overtime pay or accrual of compensatory time. To the extent practicable, "flexible time" shall be combined with an employee's lunch hour or can be used at the beginning or end of an employee's workday in order to maximize the employee's time spent volunteering and to minimize the impact on County operations. In all cases, volunteer and service time is not extra or free time, it is flexible time that must be used and made up within the same workweek. *Employees volunteering for County-sponsored programs and events will not be required to make up their volunteer and service time.* Volunteer and service time shall not exceed two (2) hours per week. Hours in excess of two (2) hours per week must be covered by the employee's vacation, personal, compensatory or special events leave. Sick leave is not to be used for this purpose.

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3. Employees shall request their supervisor's approval for time out of the office for volunteer and service activities in advance and provide the supervisor with the name and contact information for their coordinator at the volunteer or service organization. Supervisors will review and either approve or deny such requests in a timely manner, balancing the County's support for volunteer and community service against the operational needs of the department.
4. If an employee's volunteer activity involves occasional service during emergency situations, such as disasters or crisis responses, that employee should notify their supervisor of their volunteer service and seek approval if their service may require time away from the office during working hours. Once such volunteer service has been approved, it is recognized that advance notice of emergency situations may be difficult. In these cases, employees shall notify the department supervisor as soon as practicable. If the emergency occurs during the workday, the employee shall notify his/her supervisor before leaving.
5. Each County Department and Row Office will designate a staff member to collect information about the volunteer and service activities of employees in their department. A Volunteer and Service Time Request and Agreement will be available on the NCC portal for employees to submit so that they can be recognized for their volunteer involvement. Information required on the form will include the name of the organization, type of volunteer or service work provided, date and/or time period of the volunteer or service work, the number of hours volunteered, and the contact person at the organization. **Employees are encouraged to complete the Volunteer and Service Time Request and Agreement, but completion of the form is not required if an employee's volunteer or service activities take place exclusively outside of their work hours.** The County will, as possible, recognize the outside volunteer and community service of County employees periodically, either in person, in writing, or by other means.
6. The County will not terminate, discipline, demote or discriminate against employee volunteers who are absent or late under the provisions of this policy. However, the County reserves the right to deny future participation of employees who do not comply with the policy.

REQUIRED ACTION: Department general managers and row officers are responsible for ensuring compliance with this policy. Employee volunteers will be responsible for adhering to this policy and making every effort to minimize the impact on County operations.

Volunteer and Service Time Request and Agreement Personnel Policy 3.19 Volunteerism and Service

Employee's Name:	
Position:	
Department:	

Employee hereby requests the following volunteerism and service-related work schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
Lunch (30 or 60 minutes)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60
End Time:					
Hours Worked:					

1. This agreement and schedule shall be effective: ____ / ____ / ____.
2. Employee understands and agrees that this volunteer and service work schedule will not result in a change in base pay.
3. Employee understands that flexible work schedule eligibility for volunteerism and service is a privilege. Failure to abide by the terms and conditions of this agreement will result in loss of the privilege.

Signature of Employee

Date

Employee's Supervisor and General Manager hereby (**approve** **deny**) employee's request for flexibility in their work schedule in order to allow their participation in volunteer and service activities.

Signature of Manager/Supervisor

Date

Signature of General Manager

Date