



CHAPTER: 06 - Human Resources Policies	POLICY #:	06.11.13
	DEPARTMENT:	Human Resources
	SECTION: 11 - Miscellaneous	EFFECTIVE DATE: January 1, 2018
	SUBJECT: 13 - Engaging Employees Through Volunteerism	CITY MANAGER: Michael W. Goodrum
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PURPOSE

The City of Coral Springs encourages employees to actively engage in acts of community service. The Employee Volunteer Program provides employees with paid leave to pursue volunteer opportunities in a variety of areas to give back to the community and build relationships with fellow city employees and residents. Volunteering is limited to opportunities within the City of Coral Springs. Employees may not volunteer for their own department since it could be considered a work related program.

SCOPE

Employees in full-time positions are eligible for up to two (2) hours per bi-weekly pay period of paid employee volunteer leave. If a city-wide project is four (4) hours in duration, employee can use all hours for the month for one project.

DEFINITIONS

Volunteer Leave: Paid leave (up to 2 hours per bi-weekly pay period) for an employee who is away from their primary job to freely offer to take part in an activity or task.

Volunteer/Community Activities: Events, projects, services or tasks which provide an opportunity for employees to give back to the community of Coral Springs.

GUIDELINES

1. Applicable to a variety of volunteer/community activities including those not fully described within this policy.
2. Approval for participation in volunteer/community activities is solely at the discretion of the employee’s direct supervisor. It is expected that an employee’s involvement will not unduly impact the work unit.
3. Employee volunteer leave will not count as hours worked for overtime purposes.
4. Use of employee volunteer leave under false pretenses and/or falsification of records shall be grounds for disciplinary action up to and including termination.

5. This policy may be amended or cancelled by the City Manager or Director of Human Resources or their designee. No part of this policy shall be interpreted to create a prevailing right for any employee. No part of this policy is subject to grievances under City policy or union contracts.

PROCEDURE

1. Interested employees must submit a Leave Request form (located on the City's intranet), selecting code VL (volunteer leave) prior to volunteering, to their immediate supervisor or designee for approval.
2. Employee volunteer hours are recorded on employee's timesheet using volunteer leave (VL) code.
3. If an employee volunteers for a City-wide event that is outside of their normal work schedule or on the weekend, they still need to seek advance approval from their supervisor by submitting a leave request form. The use VL code should be reported on the employee's next available timesheet and will offset regularly scheduled work hours. Reporting VL time for all volunteer activities including support of City-wide events, supports a consistent practice of recognizing employees who go above and beyond to give back to our community. Inquiries related to the use of the VL code for City-wide events should be directed to the Volunteer Services Administrator.

EXAMPLES OF VOLUNTEER/COMMUNITY ACTIVITIES

(not limited to these examples; future program names may change)

1. City Wide Day of Service - A day of service throughout the community. Held on a week day so employee participation is higher.
2. Summer BreakSpot - A summer program for the City's most economically disadvantaged youth providing reading, sports, safety lessons, and arts and crafts with other city employees.
3. Keep Coral Springs Beautiful - Employees can team up to tackle litter eradication throughout the City.
4. Park Revitalization - Employees may be given the opportunity to assist with park revitalization such as cleaning up, planting, and installing pavers.
5. Holiday Projects - Fun and meaningful projects to bring joy to others at the holidays such as holiday bags for St. Andrews, marshals at the holiday parade, holiday cards for soldiers, and visiting with senior citizens.
6. Safety Town School Program - Assist with the school program when schools do not have enough parent volunteers.

7. Thanksgiving Food Drive – Sort food, pack food boxes, decorate boxes, and food drives.
8. Mentoring and Tutoring - Assist in the positive development of our community's youth by becoming a volunteer tutor and mentor in our local public schools.
9. Miscellaneous Volunteering - Employees helping out in their child's school, i.e. room parent, field trip chaperone, etc. or volunteering for a charitable organization such as S.O.S. Children's Village or the Humane Society.

RESPONSIBILITIES

Human Resources/Volunteer Services – Monitors employee volunteer hour usage and notifies employees of local opportunities for volunteering through the weekly Employee Bulletin.

Supervisor or designee – Reviews and approves the Leave Request form prior to volunteering.

Employee – Submits a Leave Request form to their immediate supervisor or designee for approval, using code VL (volunteer leave). This code is also recorded on their timesheet for hours volunteered.

ADMINISTRATIVE REPEAL

This administrative policy shall supersede and replace all prior policies and procedures on the same subject including former policy known as The Mentoring Program.

APPROVAL

City Manager: Michael W. Goodrum

Human Resources: Dale Pazdra