



Volunteer Policy

1. Non-working hours (vacation, holiday and volunteer) do not count towards overtime.
2. Employee must be in good standing –
 1. No write-ups within 90 days
3. Supervisors are to verify available Volunteer Hours prior to approval.

Instructions for Volunteer Requests, Approvals and Tracking/Pay

Employee Choice or Company Planned Volunteer Hours

1. Employees will submit a request to their Supervisor and upon approval will schedule their time directly with the Agency (if Employee's Choice) or if Company planned then Community Team will schedule with the Agency.
 - a. The supervisor will approve based on policy criteria and workload.
2. Employees will complete a time sheet with volunteer hours and have this signed by an Agency Representative on the day they volunteer. The timesheet is returned to supervisor who will sign and submit to HR for Volunteer hours to be paid and tracked.
 - a. Timing is critical and MUST be turned in by Tuesday of the week to be paid. If volunteer hours are on an employee's timecard, a signed timesheet must be turned in on time, or the hours will not be paid.
 - b. HR can handle the clock outs if needed with a signed volunteer timesheet.
3. For employee's Choice Volunteer Hours Employees can go in groups with Supervisors approval.
 - a. Employees can ask other departments and divisions as well.
 - i. This is the same process – each supervisor approves or denies by person per criteria and workload/availability.
 - ii. Departments are not to be left shorthanded.