

To: Lock Haven City Nonunion Employees
From: City Manager Gregory Wilson
Date: May 10, 2019
RE: Volunteer Time Off Policy

In commitment to ensuring that the National Day of Service (Martin Luther King Jr. Day) continues throughout the calendar year and in answer to the call from the Governor of the Commonwealth to establish a culture of caring in our community, the City of Lock Haven has established this policy to guide paid volunteer time off for all eligible nonunion employees.

Employees can volunteer up to 1 typical day (8 hours regular fulltime, or 4 or 5 hours respectively regular part-time) per calendar year toward a 501c3 charitable organization, any partner of the Clinton County United Way, or any 501c13 charity in accordance with the guidelines in this policy. More than one organization may be chosen. The volunteer hours will be considered paid time off. The pay rate will be the employee's current base salary/hourly rate on the day(s) the time is taken. This time is refreshed at the beginning of each calendar year. Usage of this time or lack thereof does not affect vacation accrual or accrual of any other paid time off benefit.

All nonunion regular fulltime and nonunion regular part-time employees are eligible to participate in this program. Employees must have worked more than 6 continuous months to be eligible. Employees can choose a charity of their choice or collaborate with other employees on a team to support or raise money for one or more of the organizations that meet the criteria established in this policy.

You are ineligible to participate in the program if:

- You are a member of LHPOA or AFSCME which has not included this policy in its agreement
- You are a temporary fulltime or temporary part-time employee
- The employee's employment is terminated before volunteer hours are performed
- The program is discontinued with or without notice at any time.

Employees must fill out the Volunteer Enrollment Form and submit it to the supervisor who signs off on the employee's timesheet at least one week before the requested time off. Approval is at the discretion of the employee's department supervisor. City-sponsored VTO may not be used for organizations that discriminate based on any protected class in the Federal or Commonwealth governments including discrimination on creed, race, religion or sexual orientation.

A proper example for the use of VTO would be:

- Habitat for Humanity home building
- Donating time at the food bank
- Participating in a fundraiser for the American Cancer Society

Inappropriate examples for VOT include:

- Taking a ski vacation and charitably giving ski lesson
- Coaching a child's private league team
- Attending a conference or event that supports discrimination of any legally protected group

CITY OF LOCK HAVEN



VOLUNTEER TIME OFF ENROLLMENT FORM

EMPLOYEE NAME:	
DATE OF REQUEST:	
WORK PHONE:	
WORK EMAIL:	
COMMUNITY ORGANIZATION NAME:	
COMMUNITY ORGANIZATION EIN:	
DATE(S) AND TIME(S) FOR VTO:	
TOTAL NUMBER OF HOURS REQUESTED:	
DESCRIPTION OF VOLUNTEER ACTIVITY YOU WILL BE PERFORMING:	

Employee Signature

Department Head Approval Signature