

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  <b>VOLUNTARY SERVICE AND OTHER EMPLOYMENT</b>	<b>DATE APPROVED:</b>  <b>6/2/2022</b>	<b>EFFECTIVE:</b> <b>6/2/22</b>	<b>POLICY NO.</b> <b>330</b>
		<b>REPLACES:</b> <b>330 of 12/21/81</b>	

**Voluntary Service:**

The Calhoun County Board of Commissioners encourages all County employees to participate in community volunteer service during non-working hours. Such voluntary service shall not be during regular working hours unless Paid Time Off benefits are approved by the employees Department Head or Designee, or flexible scheduling arrangements have been authorized.

It is further the policy of the Board of Commissioners that no County resources shall be utilized in traveling to or from such voluntary service or in participation in such voluntary service.

The above paragraphs are not to be construed to apply to voluntary activities which are directed under the auspices of the County, with Board of Commissioners approval.

**Other Employment:**

County employees who are engaged in other employment, including contractual, are to keep such activity separate from their County employment time and away from County premises. No such activity is to be performed during County working time and no County resources are to be used.