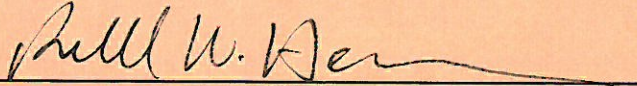




TOWN OF MOORESVILLE ADMINISTRATIVE POLICY

Title: Volunteer Time Off (VTO) Policy	Staff Affected: Regular Full-Time and Regular Part-Time personnel References: None
Approved By:  <hr/> Town Manager	Approved: July 1, 2020 Effective: July 1, 2020 Rescinds: Policy #4: Commitment to our Community-Volunteer Time Off (VTO) effective on September 7, 2016 Policy Index #: AP-0004 Review Date: July 1, 2023

1.0 SUPPLEMENTS

None.

2.0 DEFINITIONS

None.

3.0 POLICY PROVISIONS

Employees can use up to 16 hours per calendar year to volunteer at any approved agency or organization. More than one agency may be chosen.

The time spent volunteering, up to 16 hours per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken.

On January 1st of each year, each eligible person employed by the Town as of December 31st of the preceding year shall receive 16 hours of Volunteer Time Off (VTO) to be used during the calendar year and before December 31st. This time is refreshed on January 1st of each year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage. Employees will not be paid out for any VTO time accrued upon termination of employment.

3.1 Eligibility:

All regular full-time and regular part-time employees are eligible to participate in this program. There is no minimum service requirement for participation in this program. Employees can select an approved agency or organization of their choice. Regular part-time employees can participate at a prorated share of the 16 hours. Under no circumstances may the use of VTO cause an

employee to exceed their weekly scheduled hours. Time off for VTO purposes must be scheduled in lieu of an employee's regularly scheduled work hours.

3.2 Ineligibility:

Employees are ineligible to participate in the program if any of these apply:

1. The employee's employment with the Town terminates for any reason.
2. The employee has been suspended from employment during the period for which the employee wants to volunteer.
3. The employee is on sick leave.
4. The employee has been assigned to light duty or is currently receiving Worker's Compensation benefits.
5. The employee is on a Performance Improvement Plan.
6. The program is discontinued.

3.3 Usage of Town Equipment:

If the volunteer opportunity is not a Town-sponsored event, prior approval from the Town Manager is required.

3.4 Approval Process:

Employees must fill out the VTO Request Form, (located on the intranet), and submit it to his/her supervisor at least one week prior to the requested time off. Approval of the time off is at the discretion of the employee's supervisor. Once approved by the supervisor, the form must be approved by HR prior to taking VTO. Once final approval is granted, the employee and supervisor will be notified. The Town reserves the right to amend or terminate this program at any time without prior notice. The Town reserves the right to revoke approval to participate in the Program if in the discretion of the employee's supervisor it is believed that the employee is misusing the Program.

3.5 Approved Agencies and Organizations:

Approved agencies and organizations will include any school, non-profit or charitable organization within the state of North Carolina. Sufficient documentation must be submitted to determine eligibility. Sufficient documentation may include, but may not be limited to:

1. The organization's Federal ID Number
2. Documentation confirming the organization's 501(c)(3) designation
3. Any other documentation confirming the organization's charitable mission

4.0 ATTACHMENTS

None.