



## HUMAN RESOURCES POLICY

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**NUMBER/TITLE:** HR-310, VOLUNTEER TIME OFF (VTO) POLICY

**Covered Individuals:** UIU Employees

**Strategic Priority:** SP 2.1

**Covered Locations:** All UIU Locations

**HLC:** Criterion 2

**Effective Date:** 12/19/2018

**Consultations:** EDHR, Univ. Policy Cmte.

**Last Revision:** 06/26/2019

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### POLICY STATEMENT

To create a culture of community engagement and service for employees of Upper Iowa University that is meaningful, purposeful, and helps others in need. At the same time, Upper Iowa University recognizes participation in these activities will also enrich and inspire the lives of our employees in the communities in which they live and work.

### POLICY

All eligible employees can volunteer up to one day with pay per fiscal year with a 501(c)(3) nonprofit in accordance with Upper Iowa University's giving and volunteering guidelines.

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#### 1. Definitions

1. Full-time employee – any employee who is regularly scheduled to work 40 hours per week for the entire 12 months of the fiscal year, or any full-time faculty member on a nine month contract.
2. Part-time employee – any employee who is regularly scheduled to work 20 or more hours per week for the entire 12 months of the fiscal year.

#### 2. Eligibility

- a. Full-time employees are eligible for a maximum of 8 hours (one day) per fiscal year.
- b. Part-time employees are eligible for a maximum of 4 hours (equivalent to one-half workday) per fiscal year.
- c. Employees volunteering for more than the eligible maximum time listed will not be eligible for pay over 8 hours for full-time employees and 4 hours for part-time employees (example: full-time employee volunteering for 10 hours will only be eligible for 8 hours of pay).

- d. Employees are eligible to participate in VTO after their 90th day of service with Upper Iowa University.
- e. VTO is refreshed at the beginning of each fiscal year and cannot be accrued or carried over into the next year. VTO does not count as hours worked for purposes of determining overtime and is not eligible to be paid out upon separation from employment with Upper Iowa University.
- f. Fayette Appreciation Day and Team Peacock are not included in the VTO policy. Please note that supervisor approval is still required to participate in Fayette Appreciation Day.

### **3. Procedure and Stipulations**

- a. Employees must receive written permission from their immediate supervisor for the use of VTO.
- b. Requests for leave must be made in writing using the VTO Request Form, approved by the employee's supervisor, and forwarded to the Human Resources Office. Requests for approval of VTO should ordinarily be submitted at least one week in advance of the proposed time off.
- c. VTO may be taken in two half-day increments or one full day. Every reasonable effort will be made to accommodate requests; however, approval is contingent upon university/department needs, workload, and the performance of each individual employee. VTO must not conflict with work-related responsibilities or cause conflicts with other employees' schedules.
- d. VTO is a paid time off benefit designed to support community service volunteer activities for formally recognized 501(c)(3) organizations. It includes:
  - 1. Volunteer or service work for a non-profit community service organization (examples include: Red Cross, United Way, Children & Families of Iowa, Animal Rescue League, and Habitat for Humanity)
  - 2. Disaster relief and emergency volunteer activities
- e. VTO is not intended for use in the following activities:
  - 1. Volunteering at your child or grandchild's school (or Vacation Bible School).
  - 2. Attendance or participation in an event in which no service is performed (e.g. running a 5k race for a charitable organization).
  - 3. Volunteer coaching for extra-curricular activities.
  - 4. Participation in rallies, marches, or other events with a political agenda.
  - 5. Volunteer activities performed on personal time (e.g., on vacation days, holidays, non-scheduled work days, or before/after regularly scheduled work hours).
  - 6. Initiatives where the primary purpose is the promotion of a religious doctrine.
  - 7.
- f. VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin, ancestry, physical or mental disability, medical condition, or genetic information.
- g. Employees must turn in proof of their volunteer activity to their supervisor prior to receiving pay for their VTO time. Acceptable proof of volunteering includes either a signed document provided by the 501(c)(3) organization (that includes the date and time volunteered), or employees can submit a VTO Acknowledgement Form signed by an authorized representative of the organization. All proofs of volunteering should be forwarded to Human Resources after receipt by the supervisor.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

[Volunteer Time Off Request Form](#)  
[Volunteer Time Off Acknowledgement Form](#)

## **CUSTODIAN**

The Office of Human Resources

### **HISTORY**

<b>New/Revision Number:</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
HR 310	12/17/18	Policy recommended for approval by the University Policy Committee
310	12/19/18	Policy approved by President's Council
310	6/17/19	Revised Policy recommended for approval by the University Policy Committee
310	6/26/19	Revised Policy approved by the President's Council
310	6/7/23	Reviewed and New Template