



Section: HR
Topic: Community Service Time Off
Date: January 2022

Administrative Practices Manual

Subject: Community Service Time Off

Pursuant to 2020 Resolution 315, effective Sunday, February 13 (the beginning of Pay Period 5A), 2022 all Dane County Employees (except LTEs) shall receive **8 hours** (prorated for less than 1.0 FTE) of Community Service Time Off per year.

The purpose of this new benefit is to provide employees additional time in order to perform Community Service. For community service in Dane County, Community Service is defined as an opportunity listed on the United Way of Dane County website <https://www.volunteeryourtime.org>. Community Service outside of Dane County is defined as an opportunity that meets the guidelines under item #6

1. Eligible Employees

- a. Any employee who is entitled to accrue leave balances is eligible for this benefit. Limited term employees are excluded from this policy.
- b. No employee who has been disciplined for absenteeism, leave usage, or attendance in the previous calendar year is eligible for this benefit.

2. Procedures

- a. Employees requesting Community Service Time off must complete the Community Service Time Off Request Form and submit the form to their supervisor two weeks prior to the proposed time off.
- b. The decision to approve the request is within the discretion of the supervisor and based upon the operational needs of the Department.
- c. Employees can only be approved for Community Service Time off that complies with the Guidelines for Community Service (Item #6 in this policy) and/or is from Community Service Opportunity listed on United Way of Dane County's website: <https://www.volunteeryourtime.org>
- d. If the supervisor approves of the request, the supervisor forwards the form and their approval to the appropriate payroll clerk in the Department.
- e. After the service, the Employee has the Community Service Organizer fill out and signs the certificate of attendance. The employee submits the certificate of attendance with their Exception Report (or with the department's time-keeping system). If the certificate of attendance is not completed, then Community Service Time Off will be switched to another form of leave.

3. Time Provided

- a. All eligible employees will receive 8 hours of Community Service Time Off per payroll year.
- b. Employees who work less than 1.0 FTE shall have their Community Service Time Off prorated by their FTE percentage. For example, 0.5 FTE shall receive 4 hours of Community Service Time Off.
- c. Community Service Time Off balances will not be adjusted during a payroll year if an employee changes their FTE percentage.
- d. Community Service Time Off is reset annually. Community Service Time Off cannot be accrued or carried over into the following year.

- e. Community Service Time Off must be used during an employee's regular work schedule.

4. Compensation

Employees will be paid at their normal hourly rate (including longevity and incentive pay but not overtime) to perform Community Service. Since Community Service is paid time off, the tasks that the employee performs will be outside the scope of the employee's job duties, and, therefore, the employee will not be covered by Dane County's self-insured worker's compensation program or Dane County's liability insurance.

5. Limitations

- a. Community Service Time Off will not be considered hours worked for the purposes of worker's compensation and liability insurances. Employees using this benefit to volunteer for an organization must accept all of the liability terms of the Community Service Agency.
- b. For Community Service opportunities in Dane County, the opportunity must be hosted by one of the eligible organizations maintained by the United Way of Dane County at the following website: <https://www.volunteeryourtime.org>
- c. For Community Service opportunities outside of Dane County, the opportunity must comply with guidelines established in item #6.
- d. Community Service Time Off cannot be used with a Dane County Government department.
- e. Individuals cannot receive Community Service Time Off for any activity for which the individual receives any form of compensation. For example, serving on the board of directors of a non-profit where members receive a per diem payment.
- f. Community Service Time Off may not be used to volunteer for any political organizations.
- g. Dane County has established ordinances and policies prohibiting discrimination. Community Service Time Off may not be used to volunteer with organizations that violate established ordinances and policies.

6. Guidelines for Appropriate Community Service

- a. All Community Service Time Off Requests in Dane County must be tied to an opportunity listed on United Way of Dane County of Dane County's website: <https://www.volunteeryourtime.org>
- b. Community Service Opportunities outside of Dane County should comply with the below guidelines:
- c. Examples of appropriate uses of Community Service Time Off
 - i. Building a house for Habitat for Humanity
 - ii. Volunteering at a food bank
 - iii. Cleaning up a park, beach, or trail as a part of an organized effort.
 - iv. Volunteering at a tutoring program
 - v. Volunteering at a hospital
 - vi. Volunteering at the Dane County Humane society
 - vii. Serving as a Big Brother/Big Sister
- d. Examples of inappropriate uses of Community Service Time Off
 - i. Taking a ski vacation and "charitably" giving ski lessons
 - ii. Participating in Run/Walk events. However, volunteering as event staff may be appropriate.
 - iii. Coaching your child's sports team
 - iv. Attending your child's parent teacher conference
 - v. Participating in a field trip with your child's school or day care.
 - vi. Attending a professional development opportunity
 - vii. Serving as your child's scout leader
 - viii. Personal animal rescue