

Frequently Asked Questions about Community Service Time Off

Q1: The nonprofit that I volunteer with is not listed on Volunteer Your Time, can these still be considered for Community Service Time Off?

A1: *For community service opportunities in Dane County, the service must be listed on Volunteer Your Time (<https://www.volunteeryourtime.org/>). Until your organization lists its volunteer opportunities on Volunteer Your Time, Community Service Time Off cannot be used to volunteer with this organization.*

Any organization may register with United Way of Dane County and list opportunities on Volunteer Your Time. Please have your organization sign up to post volunteer opportunities at the following link:

<https://www.volunteeryourtime.org/agency/signup/>

If the service is outside of Dane County, it would need to comply with the guidelines in Section 6 of the Community Service Time Off Policy. Please see Question 4 for more details.

Q2: I serve on the board of a nonprofit, can this be considered for Community Service Time Off?

A2: It might be possible for this to be a valid use of Community Service Time Off. For nonprofits in Dane County: If the nonprofit lists its board meetings on Volunteer Your Time, then it would be a valid use. If the opportunity is in Dane County and not listed on Volunteer Your Time, it is not appropriate to use Community Service Time Off.

If the nonprofit is outside of Dane County, then it would need to comply with the guidelines in section 6 of the Community Service Time Off Policy. Please see Question 4 for more details.

Additionally, if staff receive a stipend or other financial compensation for service on the board, then this cannot be considered for Community Service Time Off. Further, if staff consider the time professional development, it cannot also be considered for Community Service Time Off.

Q3: I'm unsure if my volunteer opportunity meets the guidelines, can someone review it and let me know if it is acceptable?

A3: No. Dane County does not have the capacity to investigate all potential Community Service Opportunities outside of Dane County. We are trusting staff to know what is appropriate community service. Please consult the next section for more details on the guidelines. If you are still unsure, then the opportunity is probably not community service.

Q4: Can you elaborate on the guidelines in section 6?

A4: The spirit of this benefit is to provide employees with additional time off from work in order to provide service to their community. The opportunities should comply with the spirit of the leave. Community Service opportunities outside of Dane County cannot be used for:

- For service where the employee receives financial compensation.
- For service where the employee receives professional development.
- For service that directly benefits the employee or the employee's dependents
- Inappropriate uses of Community Service Time Off include:
 - Taking a ski vacation and "charitably" giving ski lessons
 - Participating in run/walk events (however, volunteering as event staff may be appropriate)

- Coaching your child's sports team
- Attending parent teacher conferences
- Participating in a field trip with your child
- Serving as your child's scout leader
- Personal animal rescue or time to adopt a pet
- Cleaning up your own lawn or garden

Q5: My volunteer opportunity meets the guidelines in Section 6, but isn't listed on Volunteer Your Time. Can it be considered for Community Service Time Off?

A5: No. The guidelines in Section 6 may not be applied to a service inside of Dane County in order to circumvent the United Way's Volunteer Your Time website. The requirement to use United Way's website was done intentionally in order to ensure that volunteer opportunities are legitimate.

Q6: Does time spent assisting during an election qualify as an appropriate use of Community Service Time Off?

A6: No. The Employee Benefit Handbook already has separate provisions for employees who serve as election officials and for voting. Additionally, Community Service Time Off cannot be used for any political activity.

Q7: If an employee volunteers at a school listed on the United Way site but the volunteer time is spent in the employee's child's class or elsewhere in the child's school, is that not considered to be an appropriate use of community service time off?

A7: It depends on the activity. If activity is being done to spend time with their kids – it isn't appropriate. If the activity is designed to serve school community, then it's appropriate. Please keep in mind that the spirit of Community Service Time Off is to provide services to the community.