

## College Procedure: 404.19 – Volunteer Activities

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	06/13/2014

Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

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### Reason for Procedure

Kirkwood Community College supports employees who volunteer their time and services within the community. This procedure provides guidelines regarding employee volunteerism both during and outside of work hours.

### The Procedure

Kirkwood Community College encourages employees to become involved in their communities, lending their support to programs that positively affect the quality of life within these communities. Certain volunteer activities may be Kirkwood-sponsored initiatives while others are of personal interest.

Kirkwood-sponsored volunteer activities that are performed as part of a college-wide, division or departmental team-building activity can be performed during normal business hours, with approval from the appropriate Cabinet member. Employees participating in these activities during work hours will not be required to use paid leave for the time in which they volunteer. Efforts should be made to schedule Kirkwood-sponsored volunteer activities so they do not conflict with peak or high-volume work periods or create the need for overtime.

Kirkwood-sponsored volunteer activities scheduled outside of normal business hours cannot be made mandatory. Employees who elect to participate will not be paid for hours in which they perform these volunteer services. This may include employees volunteering for student-related events or community events held at a Kirkwood location.

Personal interest volunteer activities should be performed on the employee's own personal time, such as before or after work, during the employee's lunch break or on the employee's scheduled day off. If the volunteer activity takes place during the employee's normal work hours, the employee should make efforts to schedule the activity so it does not conflict with peak or high-volume work periods. The employee must obtain prior approval from their immediate supervisor for paid or unpaid leave for volunteer activities that take place during the employee's normal work hours.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	06/13/2014	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starceovich, President	New template
3	07/08/2019	Cabinet	Procedure template