

## **Volunteer Time Off**

The City recognizes the importance of giving back to the community and its citizens, and encourages its employees to become involved in the community by volunteering their time and talents. To assist in that endeavor the City will allow each full-time employee up to two (2) hours off with pay each calendar month to volunteer with a local charitable non-profit (501(c)(3) organization. The City encourages employees to volunteer with organizations that work to better the lives of our citizens. These types of organizations would include, but are not limited to, those that work in the areas of youth, hunger, literacy, housing, and caring for the elderly and veterans.

Employees who volunteer outside of regular business hours must turn in the volunteer hours prior to close of the pay period in which the time was volunteered. The record should note the date, amount of time volunteered, the non-profit organization at which the employee volunteered and the services performed. From time to time Employees may also be allowed to perform volunteer services during regular working hours. Employees must submit a request for time off to volunteer to his or her supervisor as far in advance as possible, but not later than five (5) business days prior to the requested time. Employees should take care to try to schedule volunteer time on days and times that will not impact business activities.

Time spend volunteering will not count as hours worked for overtime or benefits.

## **First Responder Leave**

The City recognizes the importance of volunteer fire fighters and ambulance attendants and will make every accommodation possible to assist and encourage employees in these endeavors.

The City will allow regular full-time and regular part-time who are volunteer fire fighters and/or ambulance attendants, who are called for emergency services, to take the time off to respond to emergency calls that occur during the workday. The guidelines for reporting to an emergency fire or ambulance call are as follows:

1. Employees called out prior to the beginning of the work shift must advise their supervisor of such emergency service as soon as possible.
2. Employees being called out during the work shift, must notify their supervisor as soon as possible after leaving for the emergency. If, at the time an emergency call comes in and the Employee is engaged in urgent work for the City, such as a utility emergency or snow removal, the Employee should check with the supervisor to determine if the Employee can leave his position.

3. Employees must, if at all possible, clock out when leaving for an emergency call. All time spent responding to an emergency fire or ambulance call should then be submitted as First Responder Leave. It is not considered time worked for the City.
  
3. Employees will receive paid leave for normal regular work hours (8-5) Monday through Friday in which they are responding to emergency fire or ambulance calls.