

Purpose:

- 1 To provide employee guidelines for volunteer activities.

Policy Statement:

- 1 The City is committed to serving the community equitably, positively, and enthusiastically. The City recognizes that volunteering benefits the community as well as contributes to employees' quality of life. Employees are encouraged to participate in volunteer activities.
 - 2 Volunteer activities, when not considered work related, are normally done outside regular work hours. Dependent on operational requirements, The City, in exceptional circumstances, considers requests for non-work related volunteer activities to be performed during regular working hours. An employee banked time request, submitted as per applicable Collective Agreements or policies, is required to cover an approved request.
 - 3 Volunteer activities, when considered work related and supervisor approved, may be done during regular work hours. Work related volunteer activities include requests to represent The City with a professional affiliation, act as a board representative, represent The City at a function or event, or work in support of The City's charity of choice.
 - 4 Any use of City resources, systems or equipment for volunteer activities requires supervisory approval.
 - 5 If employees are unclear about this policy they should consult with their supervisor, Department Head, or Human Resources.
-

References/Links:

- 1 Collective Bargaining Agreements
- 2 2012-CA Vacation
- 3 2018-CA Attendance
- 4 5201-CP Information Technology Usage & Security

Scope/Application:

- 1 This policy applies to all employees.

Authority/Responsibility to Implement:

- I Human Resources Manager

Inquiries/Contact Person:

- I HR Team Lead – Total Compensation

Policy Monitoring & Evaluation:

- I This policy will be reviewed in three years, or any time prior to the three year review date as required.

Document History:

Date:	Approved/Reviewed By:	Title:
February 1, 2018	“Craig Curtis”	City Manager