

	VOLUNTEER TIME OFF (VTO) POLICY	Page 1 of 3
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PURPOSE AND SCOPE

The intention of the volunteer time off program is to create community engagement opportunities for the City of Milford employees that are meaningful, purposeful and helps those in need. At the same time, the City of Milford recognizes that participating in these activities will also enrich and inspire the lives of our employees.

DEFINITIONS

Volunteer time off: Paid time off to engage in meaningful and purposeful community engagement opportunities.

Volunteer: To choose to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit, going beyond one's basic obligations.

APPLICABILITY

This policy applies to all City of Milford full-time employees.

GENERAL GUIDELINES

Employees can take volunteer time off in increments of 3 hours per month or 3 work days per calendar year to participate in community engagement opportunities.

Volunteer time off is refreshed on January 1st of each year and cannot be accrued, paid out or carried into the following year. Volunteer time off is a “use it or lose it” policy.

Volunteer time off should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

Non-exempt employees, must record all volunteer time off (VTO) hours on their timesheets.

ELIGIBILITY

Individuals requesting volunteer time off must be employed with the City of Milford for a minimum of 6 months of continuous, regular employment and must have a meets or exceeds performance record.

Some examples of appropriate uses of volunteer time off include:

1. Building houses with Habitat for Humanity
2. Volunteering at local food banks
3. Cleaning up local parks/trails/benches
4. Becoming a Big Brother/Big Sister
5. Helping local hospitals

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6. Helping local schools

Some examples of inappropriate uses of volunteer time off include:

1. Religious: Time spent with religious programs or organizations whose principal purpose is promote a particular religious faith, creed, or doctrine (e.g. missions, religious orders, etc.)
2. Discriminatory: The City of Milford does not allow volunteering on City time for any programs that discriminate on the basis of race, religion, national origin, citizenship, gender, sexual orientation, marital status, disability or any other classification protected by law.
3. Lobbying/Advocacy: Volunteering for political causes or candidates is not allowed on City time. Volunteering with fraternities, sororities, their affiliated foundations, political organizations, lobbying groups or individuals is also not permitted.

APPROVAL PROCESS

Employees must submit a volunteer time off request form to their supervisor and Department Director for approval. The supervisor and Department Director should consult with the Human Resources Director for any questions or concerns before approving or denying the request.

SAFETY

Employees are expected to comply with all City of Milford safety policies, procedures and use of safety equipment and/or clothing while participating in volunteer activities.

PUBLIC RECORDS

Public records will be managed in compliance with applicable local, state, and federal laws, regulations, and policies including the Delaware Freedom of Information Act (covering Open Meeting Law, Public Records Law), and Public Records retention schedules, Copyright Law, and other applicable City policies.

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VIOLATIONS

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Director or your respective Appointing Authority.

Appointing Authority Signature

Date

I, _____, acknowledge that I have received and read a copy of this policy.

Employee/System User Signature

Date