



Series: HR-Staff Volunteers **COA:** 5.02
CFOP: NA

Procedure Name: Staff Volunteers
Procedure Number: HR-2223
Revision #/Date: NA
Effective Date: 6/5/09

Applicable to: All CBCB Staff

SUBJECT: Staff Volunteers

PURPOSE: To establish basic guidelines for staff who volunteer at CBCB events.

PROCEDURE:

References

To be added as appropriate

Overview

CBC of Brevard encourages staff members to participate in volunteering at our various events and activities. We are a community based agency and we anticipate that CBC of Brevard staff wants to support and participate in our various activities. We also must ensure that there is clarity about what are "volunteer" hours and what are job related expectations and the implications of this to ensure compliance with the Fair Labor Standards Act and other regulations. This procedure provides guidelines for supervisory staff and employees to ensure that the Agency complies with all regulations while encouraging the participation of our staff at our events and activities.

1. When the Agency is planning activities which highlight our services to children and families such as events which take place to recognize National Child Abuse Prevention Month, Foster Care and Adoption appreciation and other activities during the year, an e-mail will be sent to all staff indicating the need for staff support to attend and volunteer to assist at these activities. The e-mail will also indicate the location of the sign up sheet and the relevant details of the event and needs.
2. When these events occur during the regularly scheduled work hours, staff who are interested in providing staff support, will obtain written approval from their respective supervisor(s) before committing their time to support an event.
3. It is essential that the supervisors know in advance and approve the use of the hours which are being requested by their staff members to attend/support an event in order to ensure that workflow and deadlines are not compromised.

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4. For supervisors this is especially critical when a non-exempt staff (those eligible for overtime) is requesting to staff an event when some of the hours may be inclusive of the normal work day hours and others are outside of the normal work day. The normal work day for CBC of Brevard is 8:00AM – 5:00PM with an hour for lunch. Supervisors need to assess both the workflow of the department as well as the number of hours that will be invested in the event in relationship to the total hours of “work” for the work week.
5. Supervisors have the discretion to schedule people off during the same work week to reduce the hours worked to 40 in order to ensure overtime expenses are not incurred. Supervisors who approve the staff time, yet are unable to adjust the work schedule, will be responsible for accounting for the overtime dollars utilized by their staff within other areas of their budget line items.
6. Non exempt employees who choose to “volunteer” their time to Agency events and activities outside of the normal work days and work hours (after 5:00 PM weekdays and weekends) do so strictly on a “volunteer basis” and are not compensated for this time.
7. In the event a non-exempt employee is requested to attend and staff an event the employee will be paid for all hours associated with the request relating to the staffing responsibility. If a non-exempt employee is requested to attend an event for a specific purpose at the beginning of the event and completes that assignment, for calculation of pay, the hours of the assignment are counted as hours worked. If the non-exempt employee then chooses to remain at the event (Provider Banquet for example) this is not work time and will not be counted in the daily hours worked for the employee. In order to ensure this is accurately documented and reflects the understanding of both the employee and supervisor, the employee who is approved to volunteer at an event will complete a Volunteer Request Form (attached) which will specify which hours are “work time hours” and which, if any are “volunteer” hours and thereby not to be considered paid time or hours of work for the calculation of overtime. This form will be signed by both the employee and supervisor and will be attached to the bi-weekly timesheet as appropriate back up.
8. CBC of Brevard management staff continues to be encouraged to support all events and activities sponsored by our Agency by staffing these events personally and by allowing non-exempt staff to participate during working hours when feasible.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 6/8/09