
PROCEDURE

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

Procedure Name: Staff Volunteers
Procedure Number: HR 2223
Reviewed Date: 03/13/2013
Revision #/Date: 5/2/2016, (2) 7/3/2019
Effective Date: 6/5/09

Applicable to: All Brevard Family Partnership Family of Agencies (BFP FOA) Staff

PURPOSE: To establish basic guidelines for staff who volunteer at the BFP FOA events.

References:

PROCEDURE:

Overview

BFP FOA encourages staff members to participate in volunteering at agency events and activities. As a community-based agency it is anticipated that agency staff members may support and participate in various activities. As such each agency must ensure there is clarity regarding “volunteer” hours and job-related expectations; and the implications of this to ensure compliance with the Fair Labor Standards Act and other employment related regulations. This procedure provides guidelines for supervisory staff and employees to ensure that the agencies comply with all regulations while encouraging the participation of our staff at our events and activities.

1. When the agency is planning activities which highlight its services to children and families 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 signup 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 approval from their respective supervisor(s) before committing their time to support an event. This may be a verbal approval or e-mail approving the employee to volunteer at the event. In some instances the approval may be in the form of a written memo.
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.
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 workday. The normal workday for the agencies 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 their staff off during the same work week to ensure the hours “worked” remain at 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 costs utilized by their staff within other areas of their budget line items.
6. Non-exempt employees who choose to “volunteer” their time at Agency events and activities outside of the normal workdays 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 (by choice) 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.

BFP FOA management staff members are encouraged to support all events and activities sponsored by the agencies 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:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 3/7/2020



**VOLUNTEER REQUEST FORM
Non-Exempt Staff**

I am requesting to provide support to an activity or event of the BFP FOA. The specific dates and times are listed below. I understand that those hours that occur during the normal workday (8:00AM – 5:00PM) are considered “work” hours and must be documented on the timesheet as applicable. I understand also that my supervisor must approve this request in advance and that my schedule may be adjusted during the same work week to keep my “work” hours from exceeding 40 hours.

I further understand that if I assist or “volunteer” to support an event which begins during the workday and ends after the workday that this may also be noted at “work time.” I also acknowledge that should I volunteer to staff an event and perform specific functions and then choose to remain at the event that the “work” hours end once my responsibilities are concluded. If I decide to remain at the event after my job responsibilities are completed this is considered my choice and therefore not work hours for the calculation of hours worked or overtime pay.

Name of Event: _____ Date: _____

Scheduled volunteer hours:

Beginning: _____ AM or PM End: _____ AM or PM

These hours are all work hours _____ Yes _____ No

Identify which hours are work hours: _____

Identify which hours are “volunteer” hours: _____

I understand and agree that the hours identified as “work hours” are hours for which I will be paid my regular rate of pay and that these hours count in the weekly calculation of overtime. I understand my supervisor may adjust my schedule within the same work week to reduce the number of hours worked to result in the standard 40-hour workweek. I certify that the hours shown as “volunteer” hours are those of my choice where I am electing to remain at a function after my job responsibilities are concluded or are hours outside of the standard workday. I certify that the information provided here is a true and accurate representation of my time and hours and that falsification of this document is considered grounds for disciplinary action up to and including termination.

Employee Name (Print)

Date

Employee Signature

Supervisor Name (Print)

Date

Supervisor Signature