

6.3 Volunteer Time

Purpose of Policy

Summit Credit Union encourages and supports employee involvement in volunteer community activities and charitable events. The purpose of this policy is to provide overall guidance and direction to management, and employees. This is not a requirement or obligation. Organizations covered under this benefit include:

- Any 501c3, non-profit that is not affiliated with a religious or political cause.
- Local schools for classroom help or mentoring; including field trip chaperoning, class parties requiring volunteer support, or working at school sporting events (not just attending).
- Volunteering as an Election Day poll worker, not including work on behalf of a political party, campaign or issue. Polling place volunteers must decline compensation by their municipality if payment is offered.
- Participation in charitable sporting events (ex. Charity 5K run/walk, bike event). Only time spent participating in the actual activity is eligible under this policy (ex. Actual run finish time can be counted. Pre and post-event activities are not included.)
- Additional opportunities may be designated on the portal, under the volunteer opportunities tab.

Contact the Community Giving and Event Coordinator to submit an event on the portal.

Confidentiality

Volunteers are responsible for upholding the confidentiality of any privileged information they may be exposed to when volunteering.

Commitment

Employees are required to obtain approval from their manager before committing to a volunteer activity. Employees should treat a volunteer shift through Summit Credit Union, with the same commitment as a work shift. When Summit signs up with an organization to volunteer, we hope to show them how excited our staff is to help in the community. Please keep in mind when you volunteer many people are depending on you and your commitment to the company. If you are unable to fulfill your commitment or find a replacement for an event listed on the portal, please notify the Community Giving and Event Coordinator with as much notice as possible. As always, we appreciate all of your volunteerism.

Time and Travel

Regular Monday through Saturday business hours are included in this policy and eligible for paid volunteer time. Any mileage or parking fees connected to the volunteer activity will be considered personal and will not be reimbursed by the credit union. Up to 1 hour round trip travel time per volunteer activity may be counted as paid time.

Hours coded as volunteer time are not included in the hours worked calculation for overtime purposes for non-exempt employees.

Eligibility

An employee is eligible upon date of hire.

Status Details

Full Time Non-Exempt (Hourly) Employees:

- 8 hours of paid volunteer time annually. Volunteering may not create an overtime situation, so scheduling during the week may need to be adjusted so total hours do not exceed 40 hours.

Part Time Non-Exempt Employees:

- 6 hours of volunteer time for 30 hour employees, 4 hours for 20 hour employees, and 2 hours for limited term/temporary employees. Volunteer time can be used during scheduled or unscheduled hours, during business hours, as long as they do not exceed 40 hours, and are at an organization that meets the requirements of this policy.

Exempt (Salaried) Employees:

- Record any and all volunteer hours. Exempt employees are not limited to 8 hours. This includes when you are serving on a volunteer board.

Procedure

- Any volunteer time requested under this policy must be pre-approved by the employee's manager.
- The employee will record the time in the timesheet system as "13 VOLUNTEER" in the "Pay Code" box.
- The employee and their manager will be responsible for the tracking of time used, and not exceeding the paid volunteer time they are allotted