

# Kids Central, Inc. System of Care Policy & Procedure

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**Series:** Human Resources  
**Policy Name:** Employee Volunteers  
**Policy Number:** 1170  
**Origination Date:** 3/20/12 **Revision Date:**  
**Authority:** Fair Labor Standards Act  
**Attachments:** Employee Volunteer Log & Acknowledgement

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## Policy

Kids Central is committed to offering employees opportunities to volunteer for activities that support the children, families and communities we serve. Employees are not required to volunteer as a condition of employment, nor will volunteer activities influence the evaluation of an employee's work performance.

Procedures include:

1. Definition of volunteer time and activities.
2. Supervisor approval requirements.
3. Process for non-exempt staff to report volunteer hours and activities, and verify the volunteer activities they perform are not part of their normal job duties.

## Procedure

1. Definitions
  - a. **Volunteer Time:** time in which the employee performs volunteer activities for Kids Central, Inc. and does not receive compensation, flex time and/or other benefits in return.
  - b. **Volunteer Activities:** activities not included in the employee's normal job duties and responsibilities, typically performed outside the employee's normal work hours.
2. An employee must seek approval from his/her direct supervisor if volunteer activities could interfere with the employee's normal job duties.
3. Volunteer hours must be reported to the Volunteer Services Supervisor in order to receive volunteer credit. Non-exempt employees must complete the Employee Volunteer Log and Acknowledgement, which requires verification that volunteer activities are unrelated to the employee's normal job duties. Submit the Employee Volunteer Report to the Volunteer Services Supervisor to earn credit for volunteer hours.

**Approved By:**

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Cynthia A. Schuler, Chief Executive Officer

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Date