

Staff Report

Subject: Approval of Amendment to HR SOP 5.02 Paid Time Off

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: November 5, 2024

Item Description: Request to approve an Addition to HR SOP 5.02 Paid Time Off, Section K. Volunteer Paid Time Off (VPTO).

Summary Recommendation

After discussing at the BOC Fall Retreat (2023) and further discussion during a BOC Workshop (October 2024), staff recommends updating HR SOP 5.02 Paid Time Off. Staff proposes adding the following:

K. Volunteer Paid Time Off (VPTO)

Volunteer Paid Time Off (VPTO) supports and encourages employees to volunteer and contribute to their communities. It aligns with the County's values of civic engagement and social responsibility.

1. Each employee is entitled to two days (16 hours) of paid time off annually to volunteer at a 501(c)(3) non-profit organization. This benefit intends to allow employees to impact the community positively without financial penalty.
2. All full-time employees are eligible for VPTO upon the commencement of their employment.
3. Employees must volunteer with a 501(c)(3) non-profit organization pre-approved by the County.
4. HR will provide a list of approved organizations, and employees can request the addition of new organizations by submitting relevant documentation proving the organization's non-profit status for review and approval.

Procedures:

1. **Requesting VPTO:**
 - o Employees must submit a VPTO Request Form at least two weeks before the planned volunteer date.
 - o The form must include the organization's name, volunteer date(s), and a brief description of the planned activities.
 - o Approval must be obtained from the employee's direct supervisor and the HR department to ensure proper staffing during the employee's absence.

2. Documentation:

- Post-volunteering, employees must submit a Volunteer Verification Form with a signature from a non-profit representative confirming the employee's volunteer hours.
- This form must be submitted to HR within one week following the volunteer date to receive paid time off.

3. Scheduling VPTO:

- VPTO should be scheduled at a time that minimizes impact on business operations.
- Employees are encouraged to coordinate with their supervisors and departments to ensure proper coverage during their absence.

Restrictions:

- VPTO cannot be carried over to the following calendar year.
- Unused VPTO will not be paid out upon termination or resignation.

Administration: The HR department will administer this policy and maintain records of all VPTO requests and completions. HR will also conduct annual policy reviews to ensure its effectiveness and relevance.

Alternatives

1. Recommend approval of Addition to HR SOP 5.02 Paid Time Off, Section K. Volunteer Paid Time Off (VPTO).
2. Disapprove and provide staff with guidance on how to proceed.

Other Alternatives: None

Department Review: County Manager, Finance, and Human Resources.

Funding Source: Potential for a budget amendment.

Attachment: Current HR SOP 5.02 Paid Time Off
Proposed Addition- Section K. Volunteer Paid Time Off (VPTO) to HR SOP 5.02 Paid Time Off Draft