

410-19 COMMUNITY LEAVE PROCEDURE

1. PURPOSE

The purpose of community leave is to build connections between CCC employees and the communities we serve through multiple community engagement programs with these expected outcomes:

- Provide opportunities outside of the workplace for full-time employees to engage with our community and “make a difference”.
- Provide a low-cost benefit to the college for employees to engage in their careers.
- Create lines of communication and establish partnerships with community members that increase knowledge and support for the college.

2. PROCEDURE

Benefit

All full-time employees receive 1 day of community leave per year. The leave day is reflected in a separate leave summary line on our employee pay stubs.

Usage

- This leave time does not roll over, has no cash value and cannot be transferred to another leave type.
- It may be used in increments of 1 hour.
- All requests for community time must be pre-approved in advance by the employee’s Dean or Supervisor. Please note that the needs of the college and individual duties take precedent to volunteer activities, however, where possible, leadership will attempt to approve Community time requests.
- Use of leave time must be during regularly scheduled work hours. If the employee is volunteering on a weekend, their volunteerism is the employee’s after-hours choice.

Volunteer Organizations Must be Pre-approved

To support appropriate liability coverage for college employees and a safe as possible volunteer experience for staff, volunteer organizations must be pre-approved.

If an employee would like a new organization to be considered, the employee will reach out to the Human Resources Department for further information. Examples of volunteer opportunities can include United Way, Big Brothers/Big Sisters, Food Centers, Trail/roadside clean up, etc.

Expectations of Participation

All participants must complete, including approvals, a time off request form prior to their use of community leave.

Upon completion of community leave, employees are encouraged to provide human resources with a brief, one paragraph summary of the activity along with a photo. Human Resources will collaborate with our Public Relations team to showcase the college’s

involvement in the community. Employee may request to be anonymous, however content about the organization is still encouraged.

Upon Request, participants may bring a CCC information/Goodie Bag with them from the PR department and give it to whomever they are volunteering time with.

Additional Requirements

- Approvals are based upon college needs. The employee's job requirements must always take precedent.
- Time can be taken in 1 hour increments during an employee's normally scheduled day. (A "day" for example would be 8:00 a.m. – 5:00 p.m. Monday – Friday. Thus, community time can only be used 8-5 M-F).
- Time outside of an employee's normal schedule is their own volunteer time.
- Community leave does not roll over from year to year. Community leave is not paid out upon termination.
- If there is a severe county need, the college may approve additional time.
- Once an employee is out of community leave, all other activities voluntarily selected by the employee are on their own time. Participation is not required for any of these activities.
- While using Community Leave, the employee is not eligible for any/all travel reimbursements.

3. BACKGROUND

1. References: None
2. Revision history: 09/06/2017 (new)
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 09/06/2017

COCONINO COMMUNITY COLLEGE