

Community Service Leave

Scope: This policy applies to all full-time and part-time benefitted staff and faculty.

Policy: This policy is intended to encourage and support employees to embrace the mission, vision, and values of the College through community service. The College of Southern Maryland offers Community Service Leave to support employees who wish to engage in volunteer community service activities that occur during regularly scheduled work hours. Effective July 1, 2024, Community Service Leave may be granted to:

- Parents or legal guardians for their involvement with their child in the schools (as defined below)
- Any eligible employee for volunteer activity in the schools (as defined below) or in a Community Service Organization (as defined below), or
- Any employee for tutoring/mentoring or volunteering in a literacy program in the schools
- Any employee volunteering in a public university, community college or state agency provided the service is outside of the employee's normal scope of duties and responsibilities and the employee is not receiving any form of compensation for the services rendered.

Definitions

"Child": A biological child, an adopted child, a foster child, a stepchild, a child of a legal guardian employee, or grandchild.

"Community Service Organization": A not-for-profit community organization which is designated as a IRS Code 501c(3) agency, or human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly.

"Community Service": Qualifying community service is:

- Meeting with a teacher or administrator concerning the employee's child,
- Attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- Performing P-12 school approved volunteer service,
- Performing volunteer service for a community service organization,
- Performing volunteer service for a public higher education institution, including other community colleges, that is approved by a university administrator or other authorized university official,

- Performing volunteer service for a State agency that is approved by an agency administrator or designated authorized state agency official.
- Although religious or political organizations may be classified as a 501c (3), community service leave does not apply to activities designed to promote the mission, values, beliefs, goals, and objectives of religious or political organizations.
- Service could include activities supported by religious organizations such as volunteering in soup kitchens, homeless shelters, or other community activities.
- Service may include serving inside a polling facility to assist voters with the voting process if the employee is not receiving pay for the service.
- Service for a fundraising event is eligible if there is a bona-fide volunteer relationship and the fundraising event is directly supported and sponsored by an eligible community service organization. Volunteering at a fundraising event for an individual citizen or political party is not eligible.
- The child involvement provision of the policy is limited to child day care, elementary school, middle school or high school involvement. A parent cannot, for example, use community service leave for on-site visits to colleges for the purpose of selecting a college, or to attend college orientations or assist with moving the child in and out of the on-campus housing. Child involvement does not include attendance at elementary, middle, high school, or college graduations.

Community Service leave for volunteer service is meant to be used for actual service time. Time spent training to be a volunteer is not covered by Community Service leave. Also, time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service leave.

Employees may not use Community Service Leave to engage in political campaign-related activities or lobbying activities. (See also Administrative Manual, HR 4122, Political Activity)

Covered Employees and Conditions

- Benefited full-time employees will be credited with two (2) working days or 16 hours every July 1 to engage in service to the community throughout the fiscal year. These days do not accrue, do not count as hours worked for purposes of overtime, do not carry over into subsequent fiscal years, and are not paid out upon separation from the college.
- Eligible employees who change their FTE status during the fiscal year will not experience a change in Community Service Leave hours until the following July 1.
- Should Community Service Leave hours exceed the 2 days credited, the employee will be required to use vacation leave. If the employee has no accrued vacation leave the additional time will be unpaid. Community service leave for Benefited Part-time employees will be prorated proportionally to 75% of the full-time equivalent.
- Newly hired employees will be credited with the full amount of Community Service leave after completing 1 year of employment with the college.

Approval of Leave

Employees must receive prior approval in writing from their immediate supervisor using the appropriate Human Resources form. Human Resources may require acceptable proof and/or written verification from the institution where the employee is performing the service.

The supervisor or appropriate president's cabinet member may require that the leave be taken at a time other than the one requested, based on the needs of the department or college. Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work.

Reasonable travel time may be included in approved time for community service, but only for time that intersects the employee's regular work schedule. Most of the time must be used for community service.

Recording Leave

The use of Community Service leave shall be reported as a separate category of leave as indicated in the electronic leave entry. Employees and supervisors are responsible for timely and accurately reporting the use of Community Service leave on the employee's electronic time record.

Policy Owner and Contact: VP, People, Culture and Equity, x7724

New: 06/2024