

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: <u>Volunteer Time Off (VTO)</u>	<i>Issued:</i> <i>8/13/26</i>	<i>No: XC11-1</i>
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I. Purpose

The purpose of the City's Library's volunteer program is to support volunteer activities that enhance and serve the City of Waukesha Community.

II. Summary

The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and helps those in need. At the same time, the City Library recognizes that participating in these activities will also enrich and inspire the lives of our employees. 'Community' is not defined as just local community but may encompass a global perspective.

III. Amount of Time:

All regular full-time and part-time* employees can volunteer up to 8 hours (1 day of normally scheduled time) per calendar year with a 501(c)(3) nonprofit located in the City of Waukesha. Allotted volunteer time does not need to be all taken at once, however time must be taken at a minimum of 2 hours per event.

The City has a vetted list of approved 501(c)(3) nonprofit on the WERC site. More than one organization may be chosen. If you are not sure of the status of your chosen organization, please review the WERC site for guidelines.

*Part-time employees are eligible at a pro-rated schedule if their regularly scheduled hours are 20 or more per week.

- A. Employees will be paid at their normal pay rate for the volunteer hours taken.
- B. VTO time is refreshed at the beginning of each calendar year and cannot be accrued or carried-over into the following year— "use it or lose it" policy.
- C. Usage of this time does not affect vacation or sick leave accrual or usage.
- D. VTO time does not count towards overtime hours.
- E. If taking less than a full day of volunteer time, employees are required to return to work after their volunteer event has ended.
- F. VTO hours must be taken during the employee's normal work hours; outside work hour volunteer time is not covered by this policy.

IV. Eligibility

- A. All regular full-time and part-time non-represented employees of the City Library are eligible to participate in this program after 90 days from date-of-hire.
- B. The employee must be in good standing.

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- C. The employee must provide their request within a reasonable time frame to their supervisor.
- D. Work demands can take priority over the VTO request.
- E. Employees can choose a 501(c)(3) nonprofit of their choice from the City approved list and volunteer by themselves or work with a group of other employees. Volunteer groups must be a minimum of 3 people, and up to a maximum of 8 people.

V. Ineligibility

- A. Employees are ineligible to participate in the VTO program if:
 - 1. The supervisor deems the time requested conflicts with business needs.
 - 2. The employee is on a Performance Improvement Plan (PIP) or has received progressive discipline in the previous 6 months.
 - 3. The VTO program is discontinued.

VI. Approval Process

- A. Employees must complete the VTO request form on WERC and submit to their supervisor at least two weeks before the requested volunteer event.
- B. Approval is at the full discretion of the employee's supervisor and / or department head.
- C. Requests can be denied and revoked based on business needs.
- D. The ~~City of Waukesha Library~~ reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice. The ~~City Library~~ also reserves the right to revoke approval if it is felt that any employee is misusing the program.

VII. Restrictions

- A. The employee may not use volunteer time for any of the following:
 - 1. A sports team or event.
 - 2. Political purposes.
 - 3. Elections.
 - 4. Religious purposes where the only recipients of the service are the constituents of the church (e.g. painting and maintenance of church buildings, evangelism, serving on the church Board, etc.).
 - (a) Restrictions do not include an event that has a connection to a religious organization, but the purpose is to meet human, educational, environmental, or public safety community needs (e.g. food pantry, soup kitchen, clothing drive, etc.).
 - 5. An organization that discriminates based on creed, race, color, religion, age, veteran status, childbirth, national origin or ancestry, physical or mental disability, medical

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condition or genetic information, political affiliation, sex, gender identity, sexual orientation, marital status, or any other legally protected classification.

VIII. Approved Organizations

- A. A list of approved 501(c)(3) nonprofit organizations is available on the WERC site.
- B. A new 501(c)(3) nonprofit may be added to the vetted list by following the below steps:
 - 1. Employees fill out Volunteer Organization Request form and submit request and reasoning to Human Resources for vetting.
 - 2. Forms must be submitted to Human Resources no later than December 1st.
 - 3. Any newly approved 501(c)(3) nonprofit organization will be added to the vetted listed by the following January 1st.

~~Passed this X day of MONTH, 202X.~~

~~Approved this X day of MONTH, 202X.~~

~~Mayer~~

ATTEST:

~~City Clerk~~