

VOLUNTEERS OF AMERICA – GREATER NEW YORK

Social Responsibility

January 1, 2019

I. PURPOSE

To provide coordination, guidelines and a consistent reporting format for volunteer work performed related to VOA-GNY's Social Responsibility Policy by employees of Volunteers of America-Greater New York.

II. POLICY

Volunteers of America – Greater New York invites and encourages all full time employees and regular part-time employees with a schedule of 20+ hours per week to contribute to the larger community in which we work, live or are otherwise engaged.

Each fiscal year eight (8) hours (or an applicable prorated amount) will be added to each employee's personal leave 'bank' to be used for authorized volunteer hours. An employee's eight (8) hours (or prorated amount) of volunteer service may be used on multiple days or used for an entire day of volunteering. **The code to use in DayForce is "Social Responsibility"**. The hours must be used between July 1st and June 30th of each fiscal year. **Unused hours will be forfeited.**

Employees may volunteer for initiatives organized internally or externally (eg. your child's school outing). No employee may request 'volunteering' at the program where they are employed. A list of volunteer opportunities will be available at www.voa-gny.org/staffvolunteer.

Participation in events or volunteer service that takes place *outside of your standard work hours* will qualify as "Social Responsibility" hours (e.g. participating in an AIDS Walk, Alzheimer's Walk scheduled on the weekend OR volunteering at your local Church over the weekend, etc). These hours will be captured by using the Social Responsibility code when completing your weekly timesheet in DayForce. The hours **must be taken in the same pay week that the volunteer hours occur**, an example follows. **There will be no exceptions to this requirement.**

Example: *An employee has secured advance approval from his/her supervisor to use 'social responsibility hours' for their participation in the AIDS Walk on the following Saturday. The Walk is expected to take 3 hours; those 3 hours must be taken by the employee in the same pay week as the Walk (in this case between Monday and Friday preceding the Walk).*

Participation in the **HOPE Count** and/or **Operation Backpack** initiatives continues to require your Supervisor's approval. The time will be reflected as a 'schedule adjustment' (HOPE Count participants receive the following day off). Those taking part in Operation Back Pack will have their hours volunteering treated as regular work hours.

III. PROCEDURE

The VOA-GNY Social Responsibility form (**Appendix A**) must be **fully completed** prior to volunteering. Each employee is required to follow the two step procedure set forth below:

1. One week (at a minimum) prior to date of desired volunteering, employee must complete and submit the VOA-GNY Social Responsibility form to their Supervisor to secure approval for the desired volunteer initiative.
2. Once the form is signed by the supervisor, the employee will retain the approved form until 'after' the volunteer hours are completed. Upon completion of volunteering s/he will submit the form to their Human Resources Manager who will save it to the employee's file and ensure that the employee's weekly hours are recorded properly in DayForce.

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Social Responsibility Form

(Please print legibly)

Name of Employee: _____

Sector/Program: _____

Location of Volunteering: _____

Service(s) to be Provided: _____

Requested Day, Date and Hours: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____