



# ADMINISTRATIVE REGULATION (AR)

**VOLUNTEERISM (Revised from City AR-00056) FESSAM #7C.4 Effective: 01/01/2016**

## **I. SCOPE:**

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) Regular full-time and Regular part-time benefit eligible employees.

## **II. PURPOSE:**

The Administrative Regulation ensures that all LFRA employees understand the policy to support volunteerism.

## **III. DEFINITIONS:**

- Not applicable.

## **IV. POLICY:**

LFRA recognizes our responsibility to help enrich the surrounding communities and encourages employees to become involved in lending their voluntary support to programs that positively impact the quality of life.

Volunteering can offer a variety of benefits and opportunities: public outreach, bonding and team building, sharing of knowledge and skills, personal enrichment, and connecting with the community and society as a whole.

To allow participation in volunteerism, eligible employees may use up to 16 hours of banked medical leave or banked sick leave (applicable to employees hired prior to December 20, 1995) per calendar year for pre-approved volunteer activities that occur during their regularly scheduled work hours. Volunteer activities may not have a political affiliation or bias toward any particular political group.

### **Basis For Mandate:**

- Internal governance

## **V. PROCEDURE:**

Employees must request time off and have pre-approval from their supervisor prior to participating in any volunteer activity during regularly scheduled work hours. Time off to volunteer should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

Paid time for volunteerism will not be considered hours worked for the purposes of calculating overtime. The use of paid time for volunteerism may also not create a situation where an employee exceeds the number of work hours budgeted for his or her position. In such cases, the number of banked medical hours used for the volunteer activity will be reduced.

### **Eligibility**

- Must be a regular full-time or regular part-time benefit eligible employee;



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- Must be in good standing and meet performance expectations; and
- Must have a banked medical leave or banked sick leave accrual balance.


### Documentation

Employees engaged in a volunteer activity must submit documentation of their participation to their supervisor once completed. The documentation must be attached to the time sheet for the pay period where the volunteer activity occurred. If no documentation is submitted, other applicable accruals must be used for the time off.

### VI. OTHER RELATED REGULATIONS & PROCEDURES:

Employee Participation in Campaigns Involving Ballot Measures	Effective: 1/1/2016
Medical Leave	Effective: 1/1/2016

### VII. LFRA FIRE CHIEF SIGNATURE:

  
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Mark Miller, Fire Chief