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**Applicability:** Exempt and Nonexempt Staff Members

## **VOLUNTEER ACTIVITIES DURING WORK HOURS POLICY**

### **Purpose**

Policy on how to handle volunteering for activities during regular scheduled work hours

### **Policy**

#### **Introduction**

Lehigh recognizes that it is important for individuals to participate in professional and civic organizations in their own communities. The University is committed to building strong relationships with the local community and one of the ways to achieve this is through volunteerism. Participation in some of these activities may enhance professional development. The University encourages employees to become involved in their professional associations and in their communities, lending their voluntary support to programs that positively impact the quality of life within the communities.

#### **Types of Volunteer Programs**

University-sponsored programs are those programs whose goals have strategic importance to the University and for which the University has granted exceptions to the normal rules and has established special procedures to meet defined objectives. Examples of these activities include the United Way Day of Caring, United Way Shared Executive, University Blood Drive, and other similar University endorsed programs.

Personal interest programs are those programs that are considered important to individuals, but for which the University may not grant exceptions to the established rules.

### **Policy**

Employees are responsible for consulting with their supervisors prior to volunteering for any activities which may require absences during scheduled work hours or require individuals to conduct volunteer activities during working hours. Supervisor will confirm that these volunteer activities:

- Are job related and beneficial to the University or enhance professional development
- Do not adversely affect performance

- Do not adversely affect the efficiency and level of service provided by the department
- Do not substantially impact the workplace requirements of co-workers, and
- Are provided without financial remuneration.

Agreements about volunteer activities that impact the work schedule should be documented in writing and a copy placed in the employee's personnel file. For example, volunteering on committees for professional associations can take a lot of time, but are acceptable if approved by the supervisor.

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime, or cause scheduling conflicts.

Employees must use vacation time to participate in volunteer activities that are not sponsored by the university or for which they do not obtain approval from their supervisor. If not approved by the supervisor, time away from work for volunteering purposes may occur during lunchtime, before work, after work, or on weekends, depending upon the type of volunteer program in which the employee is involved.

**Keywords:** Volunteer, Professional Development