

Owens Community College

Pilot Program

VOLUNTEER TIME OFF (VTO) PROGRAM

Volunteer Time Off (VTO) is a College-sponsored benefit for employees who want to volunteer in their communities or join student volunteers in community engagement activities. Effective June 1, 2023, the pilot program allows all full-time non-bargaining unit (NBU) employees up to eight (8) hours of paid time off to perform volunteer services. VTO may be taken during regularly-scheduled work hours, with approval, and may occur in two-hour (2) or four-hour (4) increments or as one eight-hour (8) day. A maximum of eight hours of VTO may be taken during the pilot program. The pilot period ends on June 30, 2024.

Volunteer Hours May be Spent:

- Independently, within an approved, self-selected endeavor as per the guidelines below.
- Joining student volunteers in organized community engagement activities not part of coursework.

Eligibility Requirements:

All full-time NBU employees may be considered for Volunteer Time Off. VTO may occur in two-hour (2) or four-hour (4) increments or as one eight-hour (8) day during regularly-scheduled work hours. A maximum of eight hours of VTO may be taken during the pilot program. Employees may use vacation time for additional volunteer time, or may volunteer during non-scheduled work hours.

To be eligible for Volunteer Time Off leave benefits, an employee **must meet all** of the following criteria:

- have been employed with the College for at least ninety (90) days; **AND**
- not currently be on a Performance Improvement Plan; **AND**
- not have any current absenteeism concerns.

Requesting Volunteer Time Off:

The decision to approve a VTO request is at the discretion of the Supervisor and shall be based upon the business and operational needs of the department. All full-time NBU employees must have Supervisor approval before signing up to serve during scheduled work hours. Staggered schedules and office/department coverage must be available and/or approved by the Supervisor.

Supervisors to report their divisional vice president: the approved VTO hours by each employee and by date. The division vice presidents will track the hours on a spreadsheet for the pilot period.

Examples of Appropriate Uses of VTO:

- Volunteering at a food bank
- Cleaning up public spaces
- Service Days (United Way Days of Caring, AmeriCorps Service Days, Global Youth Service Days, Summer Service Days, etc.)
- Community parade/festival participation where Owens is represented (Toledo Pride, Labor Day parades, holiday events, etc.)
- Large-scale volunteer events that assist community partners (Color Run, Buddy Walk, Making Strides Against Breast Cancer, etc.)
- Golf outing events that support the OCC Foundation or community partner efforts

Examples of Inappropriate Uses of VTO:

- Coaching one's child's sports team
- Taking a vacation
- Attending a professional, religious, or personal interest event or conference

Volunteer Time Off cannot be used for organizations that discriminate based on race, age, gender, sexuality, religious creed, veteran status, marital status, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

Guidelines when Volunteering:

- All members of the Owens community will do their best to represent the College appropriately and professionally at all times and, when possible, wear "Owens gear". Employees will abide by all codes of conduct and exhibit the same behaviors expected while working on campus.

Effective 6/1/23

Pilot period is June 1, 2023 through June 30, 2024, as determined by executive leadership team 5-22-23