OWENS COMMUNITY COLLEGE
PROCEDURES

Community service time off **Board Policy No.: 3358:11-5-57**

PROCEDURES:

1. Introduction. These procedures are associated with the noted Board-approved policy. Community service time off is a College-sponsored benefit to participating employees. Up to eight hours of paid time off is allowable, and can be taken in two-hour or four-hour increments or as one eight-hour day, during regular scheduled work hours.
2. Eligibility. An eligible employee:
    a. Must be employed at the College for at least 90 days;
    b. Be a full-time, non-bargaining unit, regular employee;
    c. Not be on a performance improvement plan; and,
    d. Have no absenteeism concerns pertaining to the employee.
3. Approval Process. The decision to approve a request for the time off is at the discretion of the supervisor, and it shall be based on the business and operational needs of the department. Supervisor approval must be received in advance of an employee's commitment to volunteer. The time-off hours must be entered by the employee via an absence request with the designated code for the absence in Workday.
4. Examples of appropriate uses for paid time off for community service, during regular scheduled work hours:
    a. Volunteering at a food bank;
    b. Cleaning up public spaces;
    c. Service Days (United Way Days of Caring, AmeriCorps Service Days, Global Youth Service Days, Summer Service Days, etc.);
    d. Large-scale volunteer events that assist community partners;
    e. Golf outing events that support the OCC Foundation or community partner efforts.
5. Examples of inappropriate uses:
    a. Coaching one's child's sports team.
    b. Taking a vacation.
    c. Attending a professional, religious, or personal interest event or conference.
6. Owens spirit wear. When possible, wear Owens spirit wear when volunteering in the community.

Effective 9-21-2024