
Employer Supported Volunteerism

Policy Number:	4141
Key Process Area:	Employee Engagement & Culture
Owner:	ED PC
Current Approved Date:	Dec 2, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to supporting employee volunteerism in alignment with NBCC's vision of 'transforming lives and communities', and as supported through the College's Robertson Institute for Community Leadership.

NBCC will provide support for staff to donate their time to community service and leadership, and will enable employees to volunteer time and skills to community-based initiatives that support healthy and thriving communities by providing two (2) days of paid leave for such initiatives.

PURPOSE

This policy outlines the nature of College support that may be provided, subject to the appropriate approvals and budgetary considerations.

SCOPE AND LIMITATIONS

This policy applies to all regular and term NBCC employees.

1.0 DEFINITIONS

Formal Volunteering

- a volunteer activity conducted on behalf of an organization, club or group.

Informal Volunteering

- activities that include the provision of direct help to people or to improve the community through activities that are not on behalf of, or coordinated by, a group or organization.

Volunteer Registry

- an internal database to record the volunteer activities and number of volunteer hours NBCC staff contribute both using NBCC's employer supported volunteer leave and/or any volunteering employees do beyond during work hours (evening and weekends).

2.0 IMPLEMENTATION

2.1 Entitlements

2.1.1 Type of Support – Paid Time

Description	Detail
Up to two (2) days per calendar year	<p>a) Employees can apply for volunteer leave in ¼ day increments.</p> <p>b) Leave is to be scheduled at times convenient both to the employee and the employer.</p> <p>c) Approval will be based on whether the volunteer activity is for an approved non-profit organization or community activity that is aligned with NBCC's vision and values.</p> <p>Examples of formal volunteer activities in scope:</p> <ul style="list-style-type: none"> • Volunteering with a registered non-profit. • Volunteering with a community organization or service group. • Coaching, managing or volunteering for an organized sport, team or club. <p>Examples of informal activities out of scope:</p> <ul style="list-style-type: none"> • Volunteering connected to a political activity. • Informal volunteering such as helping an individual shop, clear snow or go to medical appointment etc. • Driving individual(s) to participate in a game or tournament. <p>d) Employees or supervisors may connect with the Coordinator of the Robertson Institute for Community Leadership if there are questions about the eligibility of a volunteer activity.</p> <p>e) Employees will be invited to reflect on their volunteer experiences after through an online survey.</p> <p>f) In addition to the two-days of volunteer leave, employees are eligible to participate in one of NBCC's College-wide Service Days per calendar year. If an employee wishes to participate in both Service Days, they are required to use their volunteer leave for the second day.</p> <p>g) Unused volunteer days will not be carried over to the next year.</p>

2.2 Approval Process

	Responsibilities	Description
1	Employee	<ul style="list-style-type: none"> • Discusses volunteer opportunity with supervisor • Completes Application for Volunteer Leave During Paid Time and submits to Coordinator of Robertson Institute for Community Leadership. • Submits request for volunteer leave on ESS.
2	Supervisor	<ul style="list-style-type: none"> • Ensures adherence to the policy. • Ensures employee has leave days remaining.

		<ul style="list-style-type: none">• Approves leave request on ESS.
3	Robertson Institute for Community Leadership, Coordinator	<ul style="list-style-type: none">• Holds overall responsibility for overseeing the employer-supported volunteer leave.• Responsible to review and maintain all approved leaves within the volunteer registry to ensure employer-supported volunteerism is undertaken consistently, fairly and effectively for maximum benefit of the College and our communities.• Responsible to answer questions regarding eligibility of a volunteer activity.
4	President and CEO or designate	<ul style="list-style-type: none">• Has authority to approve additional leave of absence with or without pay where circumstances warrant.

3.0 OTHER RELATED DOCUMENTS

Employee Self Service (ESS)

NBCC Employee Volunteer Registry Online Form

Paid Leave for Personal and Other Reasons (4104)