

Subject: COMMUNITY CIVIL SERVICE LEAVE – PILOT PROJECT

Date: March 25, 2020

Pages: 1 of 3

Replaces Policy Dated: January 1, 2020

PURPOSE: To establish policy covering the usage of Community Civil Service Leave as paid status leave. Community Civil Service Leave is paid voluntary leave authorized to support activities that enhance and serve the communities in Pinal County and the issues that impact quality of life for its residents.

SCOPE: This policy applies to all full-time Pinal County Employees. During the pilot program the number of program participants will be limited to 100 employees per calendar year. Elected Officials, part-time, temporary, and seasonal employees are not eligible. To be eligible an employee must be off probation and meeting performance standards.

PROCEDURE: Use of four (4) or eight (8) hours of paid Community Civil Service Leave may be approved by the Appointing Authority for an employee to use in a single calendar year in order to volunteer for an approved agency or organization in Pinal County. Approved employees will be responsible for their own transportation to their designated volunteer site they choose to assist at for that day. This leave is separate from an employee’s vacation leave.

1. Eligibility

- A. All regular full-time employees are eligible for up to eight (8) hours Community Civil Service Leave in a calendar year.
- B. Employees are ineligible to participate if any of the following apply:
 - 1. The employee is on initial probation.
 - 2. The employee is on a Performance Improvement Record.
 - 3. The employee is on modified or light duty.
 - 4. The employee does not meet minimum performance standards based on their most recent performance appraisal or current supervisory records.
 - 5. Participation would create a staffing shortage at the employees principle place of employment.

2. Approved Agencies and Organizations

- A. Pinal County non-profit organizations and Pinal County events authorized by the Board of Supervisors or the County Manager, or designee.
- B. The United Way of Pinal County per contract with the Pinal County Board of Supervisors will provide (3) three community civil service leave within Pinal County opportunities for an employee to select from.
- C. Employees cannot take this leave within their own department but employees are

encouraged to volunteer with other County departments or elected offices.

3. Approval Process

- A. Eight (8) hours Community Civil Service Leave is available for use by each eligible employee on January 1st of each year, or for new hires at the successful completion of their initial probationary period. To request use of the leave, employees must:
 - 1. Submit a request to their immediate supervisor requesting use of the Leave.
 - 2. The request shall include the date and amount of voluntary leave time sought. The request must be submitted in the same manner used for vacation leave unless the Appointing Authority has established an alternative process.
- B. Supervisors may schedule and allow employees to take Community Civil Service Leave whenever workloads and staffing requirements allow. Supervisors are encouraged to allow employees to take Leave. However, supervisors have the discretion to modify, limit, or deny an employee's request based upon the needs of the Department or Office.
- C. Upon completion of the Leave, employees shall provide their immediate supervisor documentation confirming the volunteer hours performed in order to receive credit for Community Civil Service Leave. The following are acceptable documentation for this purpose: Event flyer or email/letter from the United Way affiliated agency or county department coordinator, with the date/time documenting the employee's volunteer service hours.
- D. Employees who fail to submit the required documentation in accordance with procedures established by this Policy and their Appointing Authority will have the Leave designated as Leave without Pay.

4. Limits of Use

- A. No Community Civil Service Leave event may be approved retroactively. Only those events receiving prior approval consistent with this Policy may be designated as Community Civil Service Leave.
- B. Community Civil Service Leave may only be used during the employee's regularly scheduled shift and should not create an overtime situation.
- C. Regular hours worked plus any volunteer Community Civil Service Leave hours may not exceed the total regularly scheduled number of hours for the work week in which the leave is used.
- D. Allotted Community Civil Service Leave hours which are not used during the calendar year are forfeited. No unused time shall roll over into the following year.
- E. Community Civil Service Leave is a privilege. Pinal County reserves the right to revoke the Policy or approval for any employee's participation for any reason.

COMMUNITY SERVICE AGREEMENTS: It is common practice for a non-profit organization or charity to ask volunteers to sign a volunteer agreement or waiver. These types of documents release the organizations of any responsibility and/or fault if an injury, illness or accident occurs. We encourage all employees to read these agreements before signing. Not all non-profit organizations or charities will require such a form be signed.

QUESTIONS: The employee Community Civil Service Leave Pilot Program is a voluntary privilege; participation in this program is entirely voluntary. If you have any questions, comments, or feedback, please contact your Human Resource Representative.