



Admin Reg 7.3	EXTENDED VOLUNTEER HOURS DUE TO COVID-19		
<u>Effective Date</u> 3/9/2021	<u>Applicable Program:</u> Consent Agenda item V.C.4 Employee Development Program - Maricopa Learns Through Service approved by the Governing Board on June 27, 2006.	<u>Source Doc/Dept:</u> HR	<u>Authorizing GB Pol/Reg.</u> March 17, 2020 Governing Board Resolution Granting Authority to Interim Chancellor to Respond to the COVID 19 Pandemic

- A. **PURPOSE.** To provide employees the ability to utilize the Maricopa Learns Through Service volunteer hours for a short-term Maricopa COVID-19 Volunteer Program to support COVID-19 pandemic vaccination clinics. This administrative regulation will take effect on March, 9, 2021 and expire at the end of the pandemic as defined by the federal government.
- B. **APPLICABILITY.** All MCCCDC full-time employees including all faculty.
- C. **POLICY.**
 - 1. Introduction. The Maricopa COVID-19 Volunteer Program is a short-term subprogram of the Maricopa Learns Through Community Support program that utilizes short-term placements for employees outside their regular jobs within the community, with specific learning objectives and evaluation tools for each individual employee who participates. The expansion of the program will provide employees with an opportunity to serve the community in response to COVID-19. Employees are provided this paid volunteer time regardless of how long the employee has been employed by MCCCDC.
 - 2. Eligibility for Volunteer Hours. MCCCDC shall provide to each employee twelve (12) hours of release time from their regularly scheduled hours of work to support COVID-19 pandemic vaccination clinics and other COVID-19 pandemic response efforts at the discretion of the Chancellor. Additional hours of release time may be granted at the discretion of the Chancellor.
 - a. Staff Applicability. Staff are allowed a total maximum allowance of twelve (12) hours of release time over the term of this policy.
 - b. Faculty Applicability. Faculty are allowed a total maximum allowance of twelve (12) accountability hours over the term of the policy.
 - c. Employees will receive their regular rate of pay.
 - d. Employees must not be under formal disciplinary action.
 - 3. Definitions: As used in this policy:

- a. For the purposes of this policy, the term “Employee” has the same meaning given as the term in section 3(e) of the Fair Labor Standards Act. An Employee is considered to have been employed by MCCCDC for at least one day.

4. Use of Paid Volunteer Hours.

- a. Employees are entitled to twelve (12) hours of time from their regularly scheduled hours of work to participate in community-based service related to the deployment of the COVID-19 vaccine.
- b. The hours must be used in place of an employee’s normal work hours.
- c. Volunteer hours may not exceed an employee’s regular scheduled shift.
- d. Volunteer hours cannot put the employee into an overtime pay status.
- e. No entry into HCM or via a written timesheet is required, only approval from the employee’s supervisor in accordance with section 5 of this policy.
- f. Employees may volunteer for more than 12 hours but the employee will only receive pay for up to 12 hours.
- g. Volunteer time beyond 12 hours that is to be taken during an employee’s regular work schedule will require the employee to (1) obtain approval from their supervisor through HCM or a written timesheet and (2) use accrued leave. Any hours worked outside of an employee’s normal work schedule will not be paid.

5. Approval and Documentation. An employee must request and receive approval from their Supervisor in support of their paid volunteer time. The request and approval must be documented. Such documentation must include an email containing the following information:

- a. The employee’s name;
- b. The name of the site at which the employee will be volunteering;
- c. The date of the volunteer event;
- d. The number of hours the employee will serve in the role;
- e. The hours the employee will be out of the office (if not volunteering for their full shift);
- f. The employee’s signature and date;
- g. The approval of the employee’s supervisor and date of approval.

6. Notification. The supervisor will keep a copy of the documentation for reporting and recordkeeping purposes.

- a. The documentation does not need to be submitted to any other department.

7. Learning Objectives and Evaluation Tools.

- a. The Learning Objectives of the Maricopa COVID-19 Volunteer Programs are as follows:
 - i. Gain knowledge of crisis management and pandemic response.
 - ii. Gain health and safety knowledge that can be brought back to help the organization.
 - iii. Supporting the overall health and safety of MCCCDC students, employees, and community by volunteering for a COVID-19 vaccination clinic or other site.
- b. Evaluation is based only on the completion of the volunteer hours stated in the request documentation.