

RESOLUTION NO. 2021-160

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING THE EMPLOYEE VOLUNTEER PROGRAM AND AUTHORIZING
THE CITY MANAGER TO TAKE ALL ACTIONS REASONABLY NECESSARY TO
IMPLEMENT AND ADMINISTER THE PROGRAM**

WHEREAS, it is a goal of the City Council of the City of Elk Grove to support charitable and community-benefit organizations that provide services in the community in order to make the City more vibrant and sustainable; and

WHEREAS, the City of Elk Grove (City) recognizes the value of its employees volunteering their time in the community; and

WHEREAS, charitable and community-benefit activities of public, charitable, and non-profit organizations enhance the City's quality of life and make it a better place to live, work, and play; and

WHEREAS, programs such as the City's Employee Volunteer Program help to improve employee satisfaction and engagement, attract and retain high quality personnel, raise the profile of the organization, and provide valuable volunteer capacity in the community.

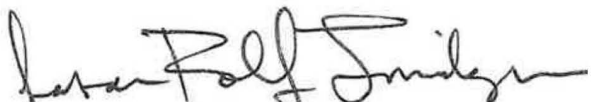
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby establishes the Employee Volunteer Program, adopts the Employee Volunteer Program Policies, Guidelines, and Procedures attached hereto as Exhibit A and incorporated herein by reference, and authorizes the City Manager to take all steps reasonably necessary to implement and administer the Program, all subject to limitations as to budgeted funding.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 9th day of June 2021



BOBBIE SINGH-ALLEN, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY

EXHIBIT A

Employee Volunteer Program Policies, Guidelines, and Procedures

I. POLICY STATEMENT AND PURPOSE

The purpose of the City of Elk Grove's ("City") Employee Volunteer Program ("Program") is to support and encourage employee participation in charitable and community-benefit volunteer activities that directly serve and enhance the community of Elk Grove ("volunteer activities"). The Program allows employees to participate in volunteer activities with pay during normal work hours.

The City recognizes the value of its employees serving in the community. Charitable and community-benefit activities of public, charitable, and non-profit organizations enhance the City's quality of life and make it a better place to live, work, and play. Programs such as the City's Employee Volunteer Program help to improve employee satisfaction and engagement, attract and retain high quality personnel, raise the profile of the organization, and provide valuable volunteer capacity in the community.

II. SCOPE

The Program shall apply to eligible employees volunteering at eligible organizations during normal work hours.

III. POLICIES, PROCEDURES, AND GUIDELINES

A. Eligibility

All full-time and part-time City employees are eligible to participate ("eligible employees").

B. Volunteer Time Off (VTO)

1. Amount of Time

Eligible full-time employees will receive up to eight (8) paid VTO hours per calendar year to be used for eligible activities during that calendar year with eligible organizations.

Eligible part-time employees who occupy a half-time or three-quarter-time position and are scheduled to work 20 hours or more per week on a continuous basis shall receive up to four (4) and six (6) paid VTO hours per calendar year, respectively, to be used for eligible activities during that calendar year with eligible organizations.

2. Use of VTO

VTO can only be used during the eligible employee's regularly scheduled work hours and does not count toward hours worked for purposes of overtime calculations.

Unused VTO hours are not payable upon separation from City employment and cannot be cashed out. VTO may not be used while an employee is on a leave of absence and or disability, and VTO hours may not be substituted for any other type of leave (i.e., vacation or sick).

3. Rate of Pay

The pay rate for VTO will be the employee's current hourly rate of pay equivalent at the time the VTO is taken.

4. Allocation

VTO hours will be allocated to eligible employees and tracked in a separate paid leave bank. VTO hours will be replenished in January of each calendar year. Unused VTO hours will not carry over from year to year.

5. Request and Approval Process

Eligible employees must request VTO through, and must code VTO in, the City's online employee time management software at least two weeks before the volunteer activities are to begin and at the conclusion of the activities, respectively, unless otherwise approved by the employee's supervisor.

Approval of VTO is at the discretion of the employee's supervisor. At the time of the request, the employee must identify the type of activities to be conducted and the identity of the organization for which the activities are being conducted.

Upon completion of the eligible activities, the employee must receive written acknowledgement and a signature from an authorized representative of the eligible organization to document completion of service. The acknowledgement must be submitted to the supervisor at the completion of the activities and will be retained by the department or division.

6. Eligible Activities and Organizations

VTO can be used by an eligible employee for volunteer work at a 501(c)(3) charitable organization, government organization, or community organization that undertakes charitable or community-benefit activities that directly benefit the City ("eligible organization"). The organization need not be headquartered or based in Elk Grove. The employee volunteer activity will typically take place in Elk Grove, but can take place outside of Elk Grove with approval of the employee's supervisor.

VTO may not be used for volunteer activities or with organizations that discriminate based on any legally protected class, or for volunteer activities or with organizations that the employee's supervisor deems to be inappropriate for that of a City employee. VTO may not be used to participate in religious or political activities. VTO may not be used for participation in activities that benefit the employee but not the community at large, even if such activities are affiliated with an eligible organization.

Examples of appropriate uses of VTO

A non-exclusive list of examples of appropriate uses of VTO is as follows:

- Volunteer activities with a 501(c)(3) charitable organization such as the Elk Grove Food Bank, Friends of the Animal Shelter, Friends of Stonelakes National Wildlife Refuge, or Habitat for Humanity.
- A park cleanup day organized by the Cosumnes Community Services District (CCSD).
- A school playground repair day organized by the Elk Grove Unified School District (EGUSD).
- A holiday toy drive organized by a local church or service club (such as Rotary International, or the Lions Club).

Examples of inappropriate uses of VTO

A non-exclusive list of examples of inappropriate uses of VTO is as follows:

- Volunteer activities with any organization that discriminates against any legally protected class.
- Volunteer activities with any organization that the employee's supervisor deems inappropriate.
- Handing out flyers for a political campaign.
- Proselytizing for a church.
- Attending a PTA meeting or assisting with a school field trip.
- Attending religious or political events.
- Volunteering with your child's youth baseball or soccer organizations.
- Any activity where the employee receives any type of compensation.

7. City Organized Volunteer Activities

Notwithstanding the policies of this Program, VTO is not required to be used to participate in volunteer activities that are organized by the City of Elk Grove and that take place during normal work hours.

8. Use of City Resources

The City's information technology systems (computers, networks, phones, copiers, etc.), facilities, and supplies are for use by employees in the course of City business only. These items may not be used for participation in volunteer activities governed by this Program, except as otherwise expressly allowed by the Program.

IV. CITY MANAGER AUTHORIZATION

The City Manager is authorized by the City Council to take all steps and to make all determinations reasonably necessary to implement the Program.

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2021-160

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on June 9, 2021 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Nguyen, Hume, Spease, Suen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California