

CITY OF FLAGSTAFF

City Employee Directives

No. 2022-02

Title: VOLUNTEERISM

Effective: July 1, 2023

Revision:

Contact: Office of Human Resources (928-213-2090)

I. PURPOSE

The City of Flagstaff encourages employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life in Flagstaff.

II. DEFINITIONS

- A. "Employee" means a full-time or part-time benefit employee who volunteers their time during the calendar year.
- B. "City Sponsored Volunteer Event" a volunteer event planned by a City Division and approved by the City Manager or designee for the benefit of the community, also referred to as "City Volunteer Days."

III. ELIGIBILITY

- A. Employees who volunteer their time in support of a City Sponsored Volunteer Event are eligible to receive eight (8) hours of paid time off for each 1,000 combined total volunteer hours, up to a maximum of twenty-four (24) hours for a total of 3,000 combined total volunteer hours. Employees, as defined above, will receive the paid time off based on the number of volunteer hours donated by December 15th each calendar year. The paid time off will only be provided to Employees who donate their time during the calendar year and the paid time off hours will be pro-rated for part-time benefit Employees. See the chart below for more information on how paid time off is earned for the combined total volunteer hours.

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“Volunteerism”

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Combined Volunteer Hours	Participating Employees Earned Paid Time Off*
1,000	8
2,000	16
3,000	24

*PTO hours will be adjusted for part-time benefit eligible employees and Fire personnel.

- B. City Employees may volunteer hours to the City provided the services performed are not the same type of services they are paid to perform for the City. City Employees may not volunteer hours to the City when the volunteer service involves the same type of services or duties, as determined by the Fair Labor Standards Act, which the individual is employed to perform for the City; to do so will require that the employee be paid for all hours worked.

IV. PROCEDURE

- A. To receive credit for volunteer hours, the Employee must record their information in the provided software or platform. For a City Sponsored Volunteer Event, the employee will include the following information: 1) date of event, 2) name of event, 3) name of the Employee, 4) total number of hours volunteered for the specified event.
- B. All hours volunteered and recorded by an Employee through December 15th of each calendar year will be counted towards the 1,000 to 3,000 combined total volunteer hours.
- C. The paid time off hours will be entered into an Employee’s accrual on January 1st following the calendar year when the volunteer hours are donated. For example, if the combined total volunteer hours equal 2,000 hours by December 15, 2023, the sixteen (16) hours of paid time off will be added to the employee’s accrual on January 1, 2024.
- D. Paid time off must be used within the calendar year it is received by December 31st. This paid time off may not be donated and it will not be paid out to the employee upon the end of their employment.

City Manager signature and date