

## Agency Wide Policy and Procedure

**SECTION: Workplace Practice**  
**SUBJECT: Employee Volunteer Policy**  
**POLICY NUMBER: 4.18**

**ATTACHMENT: Agency Volunteer Form**  
**APPROVAL DATE: 9/25/2024**  
**REVISION DATE: 3/25, 7/25**

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**Purpose:** All First Resources Corp staff members are encouraged to volunteer within the Agency as well as within their community. First Resources Corp strives to inspire community relationships and to contribute to the well-being of the people and communities we serve in.

**Policy:** Full-time staff members would be eligible to earn 8 hours of vacation time, after completing 24 hours of approved volunteer time. Staff members can volunteer within and outside of the agency. This policy, and volunteer time, will follow First Resources Corp fiscal year (July 1-June 30). Staff members will only be able to earn 8 hours per year. Employees wanting to use their volunteer time within the next fiscal year, will need to get approval from the Executive Director.

### **Volunteering within the Agency:**

1. First Resources Corp staff members will be notified of all the upcoming events by FRC staff portal, newsletters and emails that will be provided by our Marketing Department.
2. All full-time staff members at First Resources Corp are eligible to volunteer and earn this benefit.
3. Billable hours versus volunteering:
  - A staff member who is working a shift while attending an event with a client/clients will receive pay as normal, due to the nature of the time being relevant to their job and creating a billable unit of service (this is not volunteering).
  - A staff member who assists with an event, outside the scope of their work at FRC, would be considered a volunteer (this would be a non-billable service).
4. Staff who sign up to volunteer for an event projected to last more than 8 hours, will receive no more than 8 hours of volunteer time.

### **Volunteering outside the Agency:**

1. First Resources Corp encourages staff members to volunteer outside the agency.
2. Staff members can volunteer anywhere outside the agency that services the

following:

- Any Community Event
- First Resources Corp Event.

**Volunteering Vacation Hours:**

- Staff members will be able to earn 8 hours of vacation after completing 24 hours of volunteering within or outside of the agency.
- Staff members would need to complete the Agency Volunteer Form. The form needs to be signed and completed by the following people: the Event Coordinator and Executive Director. Once the form has been completed, staff members will need to return the Agency Volunteer Form to HR. HR will then track the staff members' volunteer hours.
- Once the staff member has earned 8 hours of volunteer hours, the HR Administrator will reach out to the staff by informing them and updating the payroll system.
- First Resources Corp does not approve of UNPAID TIME. Therefore, volunteering would need to happen outside your work hours.