



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 617
SUBJECT: COMMUNITY SERVICE VOLUNTEER LEAVE

I. PURPOSE:

The Cooperative recognizes “Concern for Community” as a guiding principle of our Cooperative business model and works for the sustainable development of our communities. With that in mind, the Cooperative supports and encourages employee volunteerism, achieved through the involvement and participation in civic affairs, community organizations, charitable causes, and educational programs. Through service to our community, the Cooperative aims to fulfill our purpose to empower our members and improve the quality of life in our local service area.

II. POLICY:

It shall be the policy of the Cooperative to provide employees with up to 24 hours of paid community service volunteer leave (CSV) per calendar year to use during the workday in order to encourage community service volunteerism.

III. PROVISIONS:

The following procedures and conditions shall apply to the provisions of this policy.

- A. Employees may volunteer up to 24 hours of work time during a calendar year without a reduction in pay or use of vacation time. CSV leave may only be taken in two hour or more increments and no more than 8 hours in any pay period.
- B. A volunteer request form must be submitted to the respective Department Head for approval one week in advance. The request may be approved by the employee’s Department Head. Approval of requests for CSV leave will take into consideration the business needs of the Cooperative. Previously

approved hours are subject to cancellation based on business needs.

- C. CSV leave requests that pose a threat of controversy (i.e. political, legal, religious) may be denied. This in no way limits an employee's ability to participate in any organization of his/her choosing while on personal or vacation time.
- D. Volunteer paid time off that is not used in a calendar year will not be carried forward to the following year.
- E. Employees will not receive a payment for unused volunteer paid time off upon separation from the Cooperative.
- F. The community service must be non-paid by the organization.
- G. Paid leave is not granted for days that an employee is not scheduled to work.
- H. Participation is strictly voluntary and will have no impact on an employee's employment with the Cooperative.
- I. A written verification of community service from an official of the community service organization may be required.
- J. Because CSV leave constitutes "paid time off" used by employees for community service purposes, such time is not covered by Fall River Electric's workers' compensation insurance. Notice to this effect will be provided to employees in the CSV leave request process.
- K. The Cooperative reserves the right to assign employees to work at various community or Co-op sponsored events as part of their normal work duties. Such time will not be governed by the provisions of the CSV leave policy.

IV. RESPONSIBILITY:

- A. The CEO/General Manager has the responsibility to create, implement, review, and revise this program.
- B. Supervisors have the responsibility to approve, deny, and verify CSV

leave subject to the provisions of the policy.

- C. The Payroll Accountant and HR Manager share responsibility for appropriate tracking of CSV leave used.
- D. All employees are responsible for following the provisions of the CSV leave policy. They also are responsible for appropriate conduct while representing the Cooperative while on approved CSV leave.

V. Primacy of Policy

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS



Doug Schmier, President

DATE APPROVED: February 20, 2017

DATE REVISED: November 18, 2019

Fall River Rural Electric Cooperative

Request for Community Service Volunteer (CVS) Leave

Fall River Rural Electric Cooperative supports the cooperative principle, Concern for Community, by encouraging employees to engage in community, charitable or service activities. Employees may request permission to use up to 24 hours of CVS leave each calendar year to volunteer for a charitable or service organization. Refer to Employee Policy 617, Community Service Volunteer Leave, for more detailed information.

Employee Name: _____

Name of Organization employee will volunteer with: _____

Requested date(s) and time(s) for volunteer work:

Day(s): _____ Hour(s) _____

Type of work volunteer will perform: _____

Name of organization's project coordinator & phone number: _____

By signing below, the following is acknowledged:

-Cooperative employees are not required to volunteer for any organization outside the Cooperative as a condition of employment;

-Your request for CSV leave must be submitted at least one week prior to participation date.

-The Cooperative reserves the right to deny the request due to operational needs or because the employee's intended activity would conflict with the Cooperative's mission, values, or policies.

-CSV leave is completely voluntary and not covered by the co-op's workers' compensation insurance, so you undertake such activities at your own risk.

By signing below, I certify that I have read the policy and the information provided above is complete and correct to the best of my knowledge.

Signature of Employee Making Request

Date

Request Approved: _____ Request Denied: _____

Reason for denial: _____

Signature of Department Head

Date

Form to be used with General Policy 617 Community Service Volunteer Leave