

Recent changes to the Kentucky Wesleyan College Employee Handbook

Annual reposting of Employee Handbook in September 2022.

Effective 07/01/2022

VOLUNTEER TIME

Kentucky Wesleyan College encourages employees to be involved in our community. The College supports this by providing full-time staff employees with one day of paid volunteer time per calendar year to perform volunteer service at schools or non-profit organizations. Paid volunteer time will also be provided to part-time staff employees and will be prorated based on their full-time equivalent ratio.

Volunteer time is limited to one day and one instance per calendar year, with an annual maximum of one day for full-time staff. These days cannot be split into smaller segments and spread out over additional days (e.g., cannot be used as two hours on four different days). Employees will receive paid volunteer time for the time that they volunteer (e.g., if you volunteer for four hours, you will be paid for four hours). Unused volunteer time is forfeit at the end of each calendar year and will not be paid out under any circumstances. This time cannot be scheduled or used after a resignation had been submitted. It will not be granted for staff on performance improvement plans or on unpaid leave (e.g., FMLA).

College-sponsored volunteer time may be used for schools or nonprofit organizations. It may not be used at organizations that discriminate based on color, race, national origin, religion, sex, sexual orientation, gender identity, age, genetic disposition, disability, veteran status, or any other legally protected classification. This volunteer service is performed at the staff member's own risk. Any incurred illness, injury, or expense will not be covered by the College or the College's insurance.

Staff must obtain their supervisor's approval for the volunteer activity and time at least one week in advance by using the Volunteer Time Approval Form. Volunteer time should not conflict with peak work schedules or other work-related events (e.g., Commencement). The decision to approve a request is at the discretion of the supervisor. A copy of the completed form must be submitted to Human Resources with the timesheet for the pay period that includes the volunteer date.

Employees are encouraged to wear a Kentucky Wesleyan t-shirt, nametag, hat, or other item denoting their affiliation with the College when circumstances allow. The employee is also encouraged to submit a photo of themselves during their volunteer efforts to the Advancement Office to be used at the College's discretion (e.g., showcasing on social media).