

Calumet College of St. Joseph

Staff Volunteer Policy

Final

December 6, 2011 (version 3)

In order to live our mission to promote the inherent dignity of all people, social justice, and an ethic of service, Calumet College of St. Joseph has established a policy to encourage all employees to volunteer.

Calumet College believes volunteering can garner the following benefits: improve relationships with the surrounding community, improve its public image, improve leadership and interpersonal skills of its employees, increase sense of self-worth for the employees, support the quality of life in the community, and give capacity to provide community services that otherwise might not be possible.

The policy is as follows:

1. Subject to approval all employees can be allocated up to three hours of release time, during normal employee work hours, per month to volunteer for a non-profit agency. The non-profit service must not contradict Calumet College's mission and values.
2. The employee must receive prior approval from his/her immediate supervisor and provide proof of the volunteer time completed.
3. The employee will not receive overtime pay or compensation time for his/her volunteer activities.
4. Employee must complete absent request form and turn form in to the Human Resource Department.