



## ASHLAND UNIVERSITY

Policy Name:	VOLUNTEER SERVICE TIME OFF (VSTO)					
Section #:	670	Section Title:	HUMAN RESOURCES	Reviewed:		
Approval Authority:	UNIVERSITY PRESIDENT		Adopted:	01/01/20	Next Review:	01/01/21
Responsible Executive:	DIRECTOR OF HUMAN RESOURCES & LEGAL AFFAIRS		Revised:	EVERY ONE (1) TO THREE (3) YEARS		
Responsible Office:	HUMAN RESOURCES		Contact:	<a href="mailto:HR@ASHLAND.EDU">HR@ASHLAND.EDU</a>		
Public Posting or Internal:	INTERNAL (Portal)		Intended Audience:	INTERNAL		

### 1. Policy Statement

The intention of this program is to create community engagement opportunities for Ashland University staff that are meaningful, purposeful and helps those in need. At the same time, Ashland University recognizes that participating in these activities will also enrich and inspire the lives of our staff.

### 2. Reason for Policy

The purpose of Ashland University's volunteer program is to support volunteer activities that enhance and serve the community in which we live and work and support the University goals of enhanced community engagement.

### 3. Who Should Read This Policy

All Ashland University faculty and full-time and part-time hourly and salaried staff.

### 4. Resources

GivePulse Software - [ashland.edu/engage](https://ashland.edu/engage)

## 5. Definitions

**Community Service** - Community services are defined as services that are in partnership with local nonprofit, government, and community-based organizations, as designed to improve the quality of life for community residents or to solve particular problems related to their needs. Community Service should not be related to your current job duties or for the purpose of monetary or personal gain.

**GivePulse** – GivePulse is a community service software platform where volunteers can create a profile to review the current community service opportunities as well as log community service hours to create a volunteer transcript of service provided to the community.

## 6. The Policy

### **Amount of Time:**

All regular full-time and part-time\* hourly and salaried staff can volunteer up to 8 hours per fiscal year with an ELT pre-approved 501(c)(3) nonprofit or in accordance with Ashland University's giving and volunteering policies ([VSTO - ELT Approved Agencies.xlsx](#)). More than one organization may be chosen.

\*Part-time staff are eligible for up to 4 hours if their regularly scheduled hours are 20 or more per week.

Staff will be paid at their normal pay rate for the volunteer hours taken. Time off can be taken in the following increments:

- No more than 1 day (8 hours) per fiscal year
- Can be taken in blocks of 2 – 8 hours.

VSTO is refreshed at the beginning of each **fiscal** year and cannot be accrued or carried-over into the following year. VSTO cannot be used to justify overtime or holiday pay. Supervisors must ensure job duties/assignments can be accomplished within the normal work schedule.

### **Eligibility:**

All full-time and part-time staff of Ashland University are eligible to participate in this program after 90 days from date-of-hire. The staff member must be in good standing. The staff member must seek prior approval from their supervisor and work demands must take priority over the VSTO request.

Staff

members may choose from a list of ELT approved activities when using VSTO.

Offices must remain open during normal business hours (8:00 – 5:00PM M-F\*) and may not close for the purpose of taking VSTO.

*\*Summer University business hours may vary.*

### **Ineligibility:**

Staff members are ineligible to participate in the VSTO program if:

- 1) The staff member is on a Performance Improvement Plan (PIP).
- 2) The staff member's employment with Ashland University terminates for any reason.
- 3) The VSTO program is discontinued. Ashland University reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice. Ashland University also reserves the right to revoke approval if the supervisor or HR department determines that the benefit is misused.

**Approval Process:**

Staff members must submit the VSTO request through WebAdvisor or Kronos at least one week before the requested time off. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the staff member's supervisor and HR.

**Examples of appropriate uses for VSTO:**

- Kay Conrad Day of Caring
- American Red Cross
- Associated Charities
- Special Olympics
- Ashland University event (i.e. sporting events, special events, etc)

**Examples of inappropriate uses for VSTO:**

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team
- Walking a neighbor's dog
- Attending a professional, religious, or personal interest conference

*(If a department is interested in participating in a Community Service initiative, please contact the Office of Community Service at 419-289-5312).*

**Tracking Volunteer Hours**

Faculty and staff members must submit time served and the community partner in GivePulse which can be accessed at [ashland.edu/engage](http://ashland.edu/engage) and click on the service tab.