



ASHLAND UNIVERSITY

Policy Name:	VOLUNTEER SERVICE TIME OFF (VSTO)				
Section #:	670	Section Title:	HUMAN RESOURCES	Reviewed:	10/24/23
Approval Authority:	UNIVERSITY PRESIDENT		Adopted:	01/01/2020	Next Review: 10/24/25
Responsible Executive:	CHRO & General Counsel		Revised:	10/24/23	
Responsible Office:	HUMAN RESOURCES		Contact:	HR@ASHLAND.EDU	
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 help those in need. At the same time, Ashland University recognizes that participating in these activities will also enrich and inspire the lives of our faculty and staff.

2. Reason for Policy

The Volunteer Service Time Off policy was created for the purpose of providing AU staff and faculty the opportunity to volunteer within the communities in which they work. This initiative aligns with the university's goal of improving and strengthening our community relations.

3. Who Should Read This Policy

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

4. 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.

5. 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 policies. 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 to 8 hours.

VSTO is refreshed at the beginning of each **fiscal** year and cannot be accrued or carried-over into the following year. VSTO does not count toward 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 faculty and 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.

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 Self-Service 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

Eligible Community Partners/Activities

Criteria: Must meet 3 out of the 4 criteria

- Located in Ashland County or the county in which your specific Ashland University work site is located
- Is a 501C3 or a church affiliated group/organization or municipality
- Is a "volunteer minded" organization (there are structured tasks for volunteers to complete)
- Is an established United Way Community Partner