

NAME: _____

DEPARTMENT: _____

AR 15-01
AN ADMINISTRATIVE REGULATION ESTABLISHING
ADMINISTRATIVE LEAVE FOR CITY EMPLOYEES TO COMPLETE VOLUNTEER WORK

Section 1. Purpose.

As public servants, the City of Hobbs intends to allow team members to participate in giving back and supporting the community. We will support philanthropic programs/activities that enhance and serve the community in which we live and work. At the same time, the City of Hobbs recognizes that participating in these sorts of activities enriches the lives of its team members.

Section 2. Eligibility

This Administrative Regulation will apply to all full-time and part-time exempt or non-exempt team members. Seasonal and temporary team members are not eligible to receive administrative leave for community service.

Section 3. Procedures.

Team members can donate up to twenty-four (24) hours of labor per calendar year toward a 501(c)(3) charitable organization or Hobbs Public Schools located in or serving the citizens of Hobbs, New Mexico.

- A. Volunteer Administrative Leave (VAL) is subject to approval of the employee's Department Head and the City Manager.
- B. Requests for VAL must be submitted on the "VAL Form" for prior approval. It is desired to have a minimum of three (3) weeks' notice for scheduling purposes. The VAL form will additionally be returned to HR with the signature of a representative of the charitable organization attesting to the time volunteered.
- C. Requests can be denied for reasons including but not limited to staffing, ineligible charitable organizations or that the service does not have a direct impact or benefit for our community.
- D. VAL may not be used for organizations that discriminate based on race, color, national origin, religion, sex, sexual orientation, ancestry, religion, age, disability or any other federal, state or local protected characteristic.
- E. VAL can be taken in two (2) hour increments up to twelve (12) hours in a day.
- F. VAL cannot be taken for volunteer time completed outside normally scheduled work hours.
- G. VAL will be awarded on the first day of the first pay period each calendar year. New team members hired during the calendar year will be awarded a pro-rated amount of

VAL equal to two (2) hours per remaining full month of the calendar year. (Example, if hired on March 25th, 18 hours will be awarded)

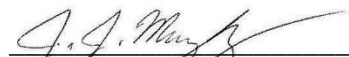
- H. VAL will expire on the final day of the last pay period of the calendar year. Unused VAL will not carry over year to year and will not be paid out upon separation of employment, voluntary or involuntary.
- I. VAL cannot be used to supplement any other type of leave including PTO.
- J. VAL is nontransferable between team members.
- K. VAL will not be considered "time worked" when determining overtime eligibility.
- L. Team members will record the time as VAL on their timesheets and/or electronic timekeeper.
- M. Team members wishing to volunteer to assist with programs which are operated by the City must seek approval from the HR Director to ensure FLSA guidelines are not violated.
- N. Team members may not provide or use City tools, equipment, supplies or resources while performing community service unless previously approved by the City. In some cases, the City may provide assistance to these organizations if the organizations made a separate request for support that was approved by the City Manager.
- O. Team members may not accept any compensation, remuneration, money, gifts, privileges, or other valuable consideration. No City team member can personally profit or advantage from volunteer activities performed while on VAL. Participation in volunteer activities must not influence the team members in the performance of his or her official duties.

Section 4. Revocation

Team members found falsifying performance of volunteer activities or abuse of the VAL program in any way will be subject to revocation of eligibility as well as disciplinary procedures up to and including separation of employment.

Section 5. Program Continuation

The City Manager reserves the right to amend or discontinue this program at any time.


JJ Murphy, City Manager

03-10-2015
Date

By signing below, I acknowledge that I have read AR 15-01. I was given the opportunity to ask questions to ensure my full understanding.

Printed Name _____

Signature _____

Date _____