

Subject: COMMUNITY CIVIL SERVICE LEAVE

Date: September 20, 2022

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Replaces Policies Dated: January 1, 2020 and March 25, 2020

PURPOSE: To establish policy covering the usage of Community Civil Service Leave as paid status leave. Community Civil Service Leave is paid voluntary leave authorized to support activities that enhance and serve the communities in Pinal County and the issues that impact quality of life for its residents.

SCOPE: This policy applies to Pinal County Employees. Elected Officials, temporary, and seasonal employees are not eligible. To be eligible, an employee must be off initial probation and meeting performance standards.

PROCEDURE: Use of twenty-four (24) hours of paid Community Civil Service Leave may be preapproved by the Appointing Authority for an employee to use in a single calendar year in order to volunteer for an approved agency or organization in Pinal County. Approved employees will be responsible for their own transportation to their designated volunteer site where they have chosen to assist for that day. This leave is separate from an employee's vacation leave.

1. Eligibility

- A. Employees are eligible to take up to twenty-four (24) hours of Community Civil Service Leave in a calendar year.
- B. Employees are ineligible to participate if any of the following apply:
 - 1. The employee is on initial probation.
 - 2. The employee is on a Performance Improvement Record.
 - 3. The employee is on modified or light duty.
 - 4. The employee does not meet minimum performance standards based on their most recent performance appraisal or current supervisory records.

5. Participation would create a staffing shortage at the employee's principle place of employment.

2. Approved Agencies and Organizations

- A. Pinal County non-profit organizations and Pinal County events authorized by the Board of Supervisors or the County Manager, or designee.
- B. Employees cannot take this leave within their own department but employees are encouraged to volunteer with other County departments or elected offices.

3. Approval Process

- A. Twenty-four (24) hours of Community Civil Service Leave is available for use by each eligible employee on January 1st of each year, or for new hires at the successful completion of their initial probationary period. To request use of the leave, employees must:
 - 1. Submit a request to their immediate supervisor requesting use of the leave.
 - 2. The request shall include the date and amount of voluntary leave time sought. The request must be submitted in the same manner used for vacation leave unless the Appointing Authority has established an alternative process.
- B. Supervisors may schedule and allow employees to take Community Civil Service Leave whenever workloads and staffing requirements allow. Supervisors are encouraged to allow employees to take leave. However, supervisors have the discretion to modify, limit, or deny an employee's request based upon the needs of the Department or Office.
- C. Upon completion of the leave, employees shall provide their immediate supervisor with documentation confirming the volunteer hours performed in order to receive credit for Community Civil Service Leave. The following is acceptable documentation for this purpose: Event flyer or email/letter from the approved non-profit organization or county department coordinator, with the date/time documenting the employee's volunteer service hours.
- D. Employees who fail to submit the required documentation in accordance with procedures established by this Policy and their Appointing Authority will have the leave designated as Leave without Pay.

4. Limits of Use

- A. No Community Civil Service Leave event may be approved retroactively. Only those events receiving prior approval consistent with this Policy may be designated as Community Civil Service Leave.

- B. Community Civil Service Leave may only be used during the employee's regularly scheduled shift and should not create an overtime situation.
- C. Regular hours worked plus any volunteer Community Civil Service Leave hours may not exceed the total regularly scheduled number of hours for the workweek in which the leave is used.
- D. Allotted Community Civil Service Leave hours which are not used during the calendar year are forfeited. No unused time shall roll over into the following year.
- E. Community Civil Service Leave is a privilege. Pinal County reserves the right to revoke the Policy or approval for any employee's participation for any reason.

COMMUNITY SERVICE AGREEMENTS: It is common practice for a non-profit organization or charity to ask volunteers to sign a volunteer agreement or waiver. These types of documents release the organizations of any responsibility and/or fault if an injury, illness or accident occurs. We encourage all employees to read these agreements before signing. Not all nonprofit organizations or charities will require such a form be signed.

QUESTIONS: The employee Community Civil Service Leave Program is a voluntary privilege; participation in this program is entirely voluntary. If you have any questions, comments, or feedback, please contact your Human Resource Representative.