

# Section 6: Leave

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## Policy #4: Commitment to Our Community – Volunteer Time Off (VTO)

Effective Date: September 7, 2016

### I. Purpose

The purpose of this program is to support activities that enhance and serve the communities in which we live and work and the issues that impact quality of life.

The intention is to participate in giving back and supporting our community and to allow Town employees to share in that effort. At the same time, The Town of Mooresville recognizes that participating in these sorts of activities enriches the lives of its employees. By volunteering, our employees demonstrate commitment to our community. Community is not defined as just Mooresville, but may encompass several other counties and cities in North Carolina.

### II. Scope

This policy shall apply to all persons holding a regular full-time or regular part-time paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

### III. Background

None

### IV. Definitions

None

### V. Legislation

None

### VI. Policy

Employees can donate up to 16 hours per calendar year toward any approved agency or organization. More than one agency may be chosen.

This donated time, up to 16 hours per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken.

On January 1<sup>st</sup> of each year, each eligible person employed by the Town as of December 31<sup>st</sup> of the preceding year shall receive 16 hours of Volunteer Time Off to be used during the calendar year and before December 31<sup>st</sup>. This time is refreshed on January 1<sup>st</sup> of each year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage. Employees will not be paid out for any VTO time accrued upon termination of employment.

**VII. Provisions**

**A. Eligibility**

**i. To Participate**

All regular full-time and regular part-time employees are eligible to participate in this program provided that such employee does not exceed the total scheduled number of hours in any work week. There is no minimum service requirement for participation in this program. Employees can select an approved agency or organization of their choice. Regular part-time employees can participate at a prorated share of the 16 hours.

**ii. Ineligibility**

Employees are ineligible to participate in the program, if any of these apply:

1. The employee's employment with the Town terminates for any reason.
2. The employee has been suspended from employment during the period for which the employee wants to volunteer.
3. The employee is on sick leave.
4. The employee has been assigned to light duty, or is currently receiving Worker's Compensation benefits.
5. The employee is on a Performance Improvement Plan.
6. The program is discontinued.

**B. Approval Process**

Employees must fill out the VTO Request Form and submit it to his/her supervisor at least one week before the requested time off. Approval of the time off is at the discretion of the employee's supervisor. Form must be attached to the timesheet as documentation of the time away from work. The Town reserves the right to amend or terminate this program at any time without prior notice. The Town reserves the right to revoke approval to participate in the Program if in the discretion of the employee's supervisor it is believed that the employee is misusing the Program.

**C. Approved Agencies and Organizations**

See Appendix A for a listing of approved agencies and organizations. As these agencies may change from time to time, consult with the Human Resources Department in the event of conflicting information.

**VIII. Authorization**

Approved by:

David Treme  
Town Manager

April 1, 2018  
Date

# Volunteer Time Off Form

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<b>Employee Name:</b>	
<b>Work Phone:</b>	
<b>Email:</b>	
<b>Agency/Organization Name:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Phone:</b>	
<b>Contact Name at the Agency:</b>	
<b>Date(s) and time(s) of VTO requested:</b>  (e.g. 7/26/08, 9AM-Noon)	
<b>Total Number of hours requested:</b>	
<b>Description of volunteer work/activity you will do:</b>	

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Employee Signature

Date

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Supervisor/Manager Approval

Date

*\*\*Submit with Timesheet when approved\*\**

# Appendix A – Approved Agencies/Organizations

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211

A Child's Place

Abundant Living Adult Day Services Academic Learning Center

Ada Jenkins Center

American Legion Post

American Red Cross

Anson Community Hospital

Anson County 4-H - Youth Promise

Anson County Partnership for Children

Anson Domestic Violence Coalition

Appropriate Placement Options

Arthritis Patient Services

Autism Society of North Carolina

Barium Springs Home for Children - The

Counseling Center of Iredell

Big Brothers Big Sisters

Boy Scouts of America

Boys & Girls Club

Care Ring

Charlotte Community Health Clinic

Charlotte Family Housing

Charlotte Speech and Hearing Center

Charlotte-Mecklenburg Senior Centers

Child Care Resources, Inc.

Coltrane L.I.F.E. Center

Communities In Schools

Community Free Clinic

Community Health Services of Union Co.

Community Link

Council for Children's Rights

Council on Aging

Children's Home Society of North Carolina

Communities in Schools

Counseling Center of Barium Springs

Crisis Assistance Ministry (Mecklenburg)

CVAN (Cabarrus Victims Assistance Network)

Disability Rights & Resources

Dove House Children's Advocacy Center

ElderCenter

Epilepsy Association of North Carolina

Exchange/SCAN Child and Parenting Center of Iredell

Feed My Lambs

Fifth Street Ministries – Diakonos (My Sister's House)

Families First, Inc.

Family Crisis Council

Fifth Street Ministries

Florence Crittenton Services

Friendship Home

Girl Scouts of America

Goodwill Industries of the Southern Piedmont

Habitat For Humanity

HealthReach Clinic

Helping Our Loved ones Learn & Achieve (HOLLA!)

Homeless Veteran's Shelter

Hope Haven

Hospice and Palliative Care

I-Care

Iredell Statesville Schools

Iredell County Kidney Coalition

Iredell County Rescue Squad

KinderMourn

Latin American Coalition

Iredell Charter

Langtree Charter Academy

Legal Aid of North Carolina

Legal Services of Southern Piedmont

Lifespan

Literacy Council of Union County

Logan Community Day Care Center

Love INC

Meals on Wheels

Men's Shelter of Charlotte

Mental Health Association of Central Carolinas

Metrolina Association for the Blind

Mooresville Graded School District

Mooresville Soup Kitchen

Mooresville/Lake Norman Christian Mission

NC Alcohol and Drug Council

NC MedAssist

North Iredell County Rescue Squad

Piedmont Mediation Center

Pine Lake Prep

Purple Heart Homes  
Regional AIDS Interfaith Network  
Right Moves For Youth  
Safe Alliance (formerly United Family Services)  
Salvation Army  
Rowan County Rescue Squad  
Rowan County Youth Services Bureau  
Rowan Vocational Opportunities  
Rufty-Holmes Senior Center  
Sandra & Leon Levine Jewish Community  
Center  
SCAN  
Teen Health Connection  
The Arc  
The Center for Community Transitions  
The Learning Collaborative

The Relatives  
Town of Mooresville  
Troutman Rescue Squad  
Turning Point of Union County  
Union County Community Shelter  
Union County Crisis Assistance Ministry  
(including Anson)  
Union County Habitat for Humanity  
United Service Organization  
Urban League of Central Carolinas  
Veteran's Administration  
Welcome Home Veterans  
YMCA  
YWCA