

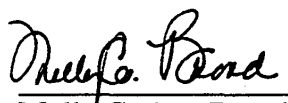
ADMINISTRATIVE MEMORANDUM

SUBJECT: Community Service Leave for
Employees Not Subject to the
State Personnel Act

NUMBER: 405

DATE: August 16, 2000

On August 11, 2000, the Board of Governors of the University of North Carolina adopted the attached resolution on "Community Service Leave for Employees Not Subject to the State Personnel Act," to encourage EPA employees to volunteer their time in support of schools, communities, citizens and non-profit charitable corporations through policies comparable to those prescribed by the North Carolina Office of State Personnel for SPA employees. Each constituent institution should develop appropriate procedures consistent with Board of Governors' prescriptions.



Molly Corbett Broad

Attachment

cc: Chief Academic Officers
Chief Financial Officers
Senior Human Resource Administrators

**COMMUNITY SERVICE LEAVE FOR EMPLOYEES NOT SUBJECT
TO THE STATE PERSONNEL ACT**

WHEREAS, the employees of state government constitute an important and significant source of volunteers who can offer their talents and energies to support the state's schools, communities and citizens, as well as the objectives of public and private non-profit charitable corporations; and

WHEREAS, in recognition of the diverse and distinct needs of North Carolina schools, communities and citizens, the Governor has issued Executive Order No. 168 that establishes a program of Community Service Leave for employees who are subject to the State Personnel Act; and

WHEREAS, the beneficial program of volunteer contributions by state employees established by the Executive Order would be enhanced if University employees exempt from the State Personnel Act were accorded comparable leave entitlements.

NOW, THEREFORE, BE IT RESOLVED:

1. In recognition of the State's diverse needs for volunteers to support schools, communities, citizens and non-profit charitable corporations, each University constituent institution shall establish a program for awarding Community Service Leave to employees exempt from the State Personnel Act, with appropriate policies, rules, procedures and criteria for the administration and reporting of such leave, subject to the basic requirements set forth below.
2. The program of Community Service Leave for the purposes enumerated shall subsume, incorporate and be in lieu of all previously established leave programs for child development and community involvement.
3. Community Service Leave shall be available to all eligible employees (permanent full-time and part-time employees with the latter being prorated) to encourage volunteerism in support of North Carolina's schools, communities, citizens and non-profit organizations.
4. An eligible employee shall be awarded twenty-four (24) hours of Community Service Leave annually which may be used for volunteer participation in the programs, services and organizations indicated below, or they may elect to receive an award equivalent to one (1) hour each week that a public school is in session. The latter award is to be used exclusively for mentoring or tutoring students in North Carolina schools.

- *Leave for Child Involvement and School Volunteerism:* Employees may use all or part of their annual allotment of Community Service Leave to volunteer time in support of programs and services in public and private elementary, middle and high schools, and licensed public and private day care and pre-school settings. A parent may use this leave to meet with a teacher or administrator concerning the parent's child or may attend any educational function sponsored by the school in which the child is participating.
 - *Leave for Non-Profit Organization Volunteerism:* Employees may use all or part of their annual 24-hour allotment of Community Service Leave to volunteer time in non-profit, non-partisan community organizations which are designated as 501(c)(3) agencies under the Internal Revenue Code, or human services organizations licensed or accredited to serve citizens with special needs including children, youth, and the elderly.
 - *Leave for Tutoring and Mentoring in North Carolina Schools:* In lieu of the 24-hour award as noted above, employees may elect to receive one (1) hour of volunteer leave for each week that public schools are in session as documented by a local Board of Education. This leave award shall be used exclusively for tutoring or mentoring a student in accordance with established standards, rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency or university and the school. A "school" is one that is authorized to operate under the laws of the State of North Carolina and is an elementary school, middle school, high school, or child care program.
5. The program of Community Service Leave shall be effective July 1, 2000.