5.4.16 Community Service and Child Involvement Leave

Last Revised: July 2012

Policy: Piedmont Community College (PCC) recognizes, as evidenced by our mission, vision, and values, the diverse needs for volunteers to support schools, communities, citizens, and non-profit organizations; therefore, full-time employees are encouraged to participate in community service activities. PCC also encourages employees to be involved in school functions and activities involving their children.

Purpose/Definitions: PCC recognizes the willingness of full-time employees to engage in volunteer service and become involved in community and state-wide activities. Community Service Leave may be granted to full-time employees within the parameters outlined below:

- Volunteer activity in the schools or in a community service organization;
- Tutoring and mentoring in the schools; and/or
- Volunteering in a State of North Carolina public university, NC community college or NC State agency, provided that the service is outside of the employee’s normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

Examples of activities that Community Service Leave may include:

- Performing in school-approved volunteer work approved by a teacher, school administrator, or program administrator.
- Performing a service for a community service organization.
- Performing volunteer work for a NC public university that is approved by a university administrator or other authorized university official.
- Performing volunteer work for a NC community college that is approved by a community college administrator or other authorized community college official.
- Performing volunteer work for a State agency that is approved by the agency head or their designee.

Community Service Leave does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Services would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

Partisan Political Activity on college time is not permitted. Care must be taken to avoid any possible interpretation that the College is permitting time off and in so doing, supports a political candidacy or agenda. Political activity must be in accordance with 23 SBCCC 02C.0208(a) of the North Carolina Administrative Code which states: “As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board encourages employees of the system to exercise their rights and obligations of citizenship.”

Community Service Leave may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work or promoting a candidate. Vacation leave will be charged if the employee is receiving pay for the “inside” poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.
PCC also recognizes the importance of employees being involved in the school activities of their children.

Child Involvement Leave may be requested for:

- Teacher or school administrator meetings concerning the employee’s child.
- Attending any function sponsored by the school in which the employee’s child is enrolled and the employee’s child is a participant in the function.

Definitions
Child - A son or daughter who is a biological child, an adopted child, a foster child, a step-child, a legal ward or a child of an employee standing in loco parentis.

Community College - An educational institution that is a member of the North Carolina Community College System.

Community Service Organization – A non-profit, non-partisan community organization which is designated as an IRS-Code 501(c)(3), or a human service organization licensed or accredited to serve citizens with special needs including children, youth and the elderly. Although religious organizations may be 501(c) (3) agencies, this leave does not apply to activities designed to promote religious beliefs. The organization must be located in North Carolina.

Partisan Political Activity – The act of doing something in active support of or opposition to a political party, a candidate for partisan political office, or a partisan political group.

Public University - A constituent institution of the University of North Carolina.

State Agency - A State governmental agency that is authorized to operate under the laws of the State of North Carolina.

School (public or private) – An educational institution that is authorized to operate under the laws of the State of North Carolina and is an elementary school, middle school, high school, or a child care program. For employees who live in a state adjacent to North Carolina, community service leave may be granted for involvement in the child’s school in that state.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: Full-time employees with benefits will be credited sixteen (16) hours of paid community service/child involvement leave beginning July 1 of each fiscal year. New employees will be credited with leave immediately upon their employment, prorated for the remainder of the fiscal year (July 1-June 30).

Employees must receive prior approval from their supervisor to use this leave. The supervisor or other college management may require that the leave be taken at a time other than the one requested, based
on the needs of the College. The College may require acceptable proof that leave taken is within the purpose of this policy.

The employee must complete an Application for Leave Request form and check the “Community Service/Child Involvement Leave” blank and document on the leave request, where appropriate: (1) the school-sponsored function/activity involving the employee’s child(ren), the child(ren)’s name, and the name of the school along with the scheduled date of the activity or (2) the service that will be provided to the community service organization, school, public university, community college or state agency; the name of the organization and the activity sponsored by said organization along with the scheduled date of the activity. Written documentation from that agency, on their letterhead, will be required for volunteer services other than child(ren) involvement in the school(s).

Community service/child involvement leave is non-transferable, is not cumulative, cannot be carried over from one fiscal year to the next and any leave not taken is forfeited. Employees are not paid for community service/child involvement leave upon separation from the College. College equipment or supplies may not be used for any community service or child involvement activity.

**Legal Citation:** 23 SBCCC 02C.0208(a)

**History:** Effective July 1994; Revised April 1999, October 2001; Replaces Child Involvement Leave effective July 2007; Revised July 2012