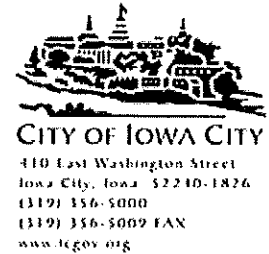


Administrative Regulations
City of Iowa City
Title: Employee Volunteerism
A.R. Number: Effective Date: 9/2014 Page: 1 of 1
Supersedes: N/A A.R.: N/A Dated: 9/2014



I. Purpose

The following represents a policy supporting volunteerism amongst City employees.

II. Policy

The City recognizes that volunteerism not only enhances the quality of life within a community but also the quality of life of those who serve as volunteers. The City encourages employees to become involved in their communities, lending voluntary support to programs and initiatives that positively impact the quality of life within their community.

The City will provide occasional opportunities for employees to support City-sponsored volunteer initiatives within the City organization while at work. When employee volunteer events are organized by the City, employees will be allowed to participate during their normally scheduled work hours with the approval of their supervisor.

Employees are also encouraged to volunteer within their communities outside of work. When an employee voluntarily participates in a volunteer event not organized by the City or when participation in a City-organized event extends beyond normally scheduled work hours, the time spent by the employee will be considered volunteer time and will be unpaid. Employee participation in volunteer activities that are not sponsored by the City but in which the employees identify themselves as City of Iowa City employees, including the use of City uniforms or equipment, must serve a public purpose and are subject to the approval of the City Manager or designee per Resolution 01-274 approved by the City Council on August 21, 2001.

III. Regulation Update and Responsibility

Periodic review, updates, and questions of interpretation of this policy are the responsibility of Human Resources. The City Manager or designee shall be responsible for final interpretation and application of this policy.

Approved:


City Manager