

Executive Order: No: E-37

Approved: Terry Sullivan, Assistant City Attorney and Mayor James Schiebel on 9/25/90

POLICY FOR EMPLOYEE COMMUNITY VOLUNTEER SERVICES PROGRAM

This policy is established to promote volunteerism in Saint Paul by providing City employees an opportunity to volunteer during their work time in order to improve the lives of others.

City employees may volunteer for projects during normal working hours, and departments shall approve such flex-time arrangements that allow employees to volunteer as long as the departments= functions and responsibilities can be carried out without undue disruption.

All approved volunteer activities under this policy shall be done on an employee's own personal time, unless specifically noted otherwise by the City. Employees using personal time for volunteer activities may use vacation or compensatory time per their department's usual approval process.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651) 266-6500