

## 620 - Volunteer Duty

### Purpose:

The purpose of this operational procedure is to establish limits and regulations for BSC employees and faculty regarding encouraging employees to volunteer (unpaid) for opportunities to support the BSC community.

### Procedure:

#### Limits and Regulations:

1. The volunteer duty must be part-time, occasional or sporadic, and freely and solely at the employee's option.
2. If the volunteer duty is during regular work hours, the supervisor needs to approve the absence from work.
3. The volunteer duty must be for duties excluded or not expected in the capacity of their regular employment, i.e. assignments not within the same general occupational category as the employees' regular work.
4. If travel is involved, expenses may be provided as determined by the department.
5. The volunteer duty shall be excluded in the calculation of the hours worked for a nonexempt employee if the employee is entitled to overtime compensation in their regular employment.
6. Examples of volunteer duty would include but not limited to, Explore BSC Day, Arts Quest, Foundation Golf Tournament, Moving-In Day for residence hall residents/students, etc.
7. Most opportunities for volunteer duty will be announced on the BSC CORE Portal or through the BSC employee listserv.

### References:

Fair Labor Standards Act 29 U.S.C. 207(p)(2) [Wages and the Fair Labor Standards Act | U.S. Department of Labor \(dol.gov\)](#)

Federal Regulation 29 C.F.R. 553.30 [eCFR :: Title 29 of the CFR -- Labor](#)

### History of This Procedure:

First procedure: First policy draft February 1, 1991. Revisions – August 7, 1997, October 21, 2005, approved by the Operations Council February 11, 2009; approved by the Executive Council February 18, 2009; February 23, 2015.

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Approved by the President on November 1<sup>st</sup>, 2023.