

621 - Volunteer Duty

Purpose:

The purpose of this operational procedure is to establish the parameters for BSC employees in regard to employees volunteering for opportunities to support BSC and BSC sponsored community events.

Procedure:

1. The employee's supervisor must approve the employee volunteering at the BSC event or BSC sponsored event prior to signing up.
2. If travel is involved, expenses may be provided as determined by the department and must be approved prior to departure.
3. The volunteer duty shall be included in the calculation of hours worked and may result in overtime/compensatory time for a non-exempt employee, which must be approved by the employee's supervisor prior to the event.
4. 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.

Approved by the President on November 1st, 2023.

Approved updates by Executive VP, Becky Collins on November 30th, 2023.