

103.5: SUBJECT: CITY OF ORLANDO VOLUNTEER PROGRAM**:1 OBJECTIVE:**

To recruit, track, train, recognize and reward City of Orlando volunteers.

:2 AUTHORITY:

This policy and procedure approved at City Council April 14, 2003, Item A11.

3: DIRECTION:

The Volunteer Program Coordinator serves and receives directions from the Neighborhood Services Office Director.

:4 METHOD OF OPERATION:**A. M.E.R.I.T.S EMPLOYEE VOLUNTEER PROGRAM****1. General**

The City of Orlando encourages its employees to become personally involved in community service through volunteerism. Volunteerism positively impacts the community and the employee through personal gratification gained from giving, as well as contributions raised to assist non-profit community organizations, thereby improving the overall quality of life of people.

2. Volunteer Opportunities

Volunteers are needed in many different non-profit community organizations and schools. Employees may volunteer on a regular ongoing basis, or as the need arises. The non-profit community organization must be approved as an eligible agency in order for the employee volunteer to receive qualifying hours for the Rewards Plan. Approved organizations are either schools or organizations that hold a current 501 (c) 3 designation. Documentation may be required. The Neighborhood Services Office will provide specific information on volunteer opportunities available.

3. Rewards Plan

In order to qualify for rewards, employee volunteers must document their community service hours on a M.E.R.I.T.S. Employee Volunteer Program Time Sheet. The M.E.R.I.T.S. Employee Volunteer Program Time Sheet should be turned in quarterly to the Volunteer Program Coordinator in the Neighborhood Services Office within two weeks after the end of each quarter. Volunteer hours of service performed during scheduled working hours cannot be included, unless performed as a part of Junior Achievement or public school volunteer effort, or approved by the Chief Administrative Officer.

The rewards that City employee volunteers are eligible to receive are:

1. \$20 City Dollars for 20 or more hours per quarter of documented volunteer work.
2. \$5 City Dollars for each approved M.E.R.I.T.S. volunteer team event.
3. \$5 City Dollars for donating blood.

City Dollars may be redeemed for CityStuff merchandise or at the Cashier's Office for a variety of gift certificates.

4. Alternate Reward for Employee Volunteer Service

In lieu of receiving City Dollars for volunteer work, any employee who has applied for and received a computer loan, may elect in the computer loan application and loan agreement to provide volunteer service to an eligible non-profit community organization or school in exchange for an interest-free computer loan from the City. Volunteer hours

must be documented on the M.E.R.I.T.S. Employee Volunteer Time Sheet Reporting Form and submitted to the Volunteer Program Coordinator in the Neighborhood Services Office. Participants must complete 15 hours of volunteer service per year for the life of the loan. If the volunteer hours have not been met at the end of the loan term, or if employment is terminated before volunteer hours are met, interest in the amount of three percent will be assessed for the entire computer loan amount by the Administrative Services Department (See 701.2, "Computer Purchase Plan" for more details).

5. Acceptable Community Service Opportunities

Community service activities performed for 501 (c) 3 organizations will be recognized for the Employee Volunteer Recognition Program and the Computer Loan Program. 501 (c) 3 documentation may be required. Volunteer hours must be turned in to the Volunteer Program Coordinator on a quarterly basis, and you must have at least 20 hours per calendar year quarter to receive City Dollars. (Employees should also submit any hours under 20 per quarter to be added to the tally for overall volunteerism.) Volunteer hours cannot be accumulated during work hours unless personal time is used, or it is a school program. Employees cannot get credit for M.E.R.I.T.S. Volunteer Events that have been submitted for \$5 City Dollars. (The employee can get event credit or quarterly credit, but not both). Volunteer hours cannot be part of the employees' job responsibilities, and cannot be earned within the employees' own city departments (other than Citizen Corps Training classes). People with computer loans can get computer loan credit for their first 15 hours of community service, and volunteer program credit, including City Dollars, for hours beyond the computer loan requirement. Board meetings and leadership of 501 (c)3

community organizations will be acceptable as community service. General participation in meetings (such as scouts, PTA, etc.) will not be considered community service.

B. CITIZEN VOLUNTEER PROGRAM

1. Recruit, screen, train, and place citizen volunteers in city departments, offices, agencies, and activities
2. Track and report citizen and employee volunteers for cost savings to the city. Volunteer hours are computed at a rate of \$16.05 per hour, which represents a significant cost savings to the city. The value of volunteer hours fluctuates, and is determined by Independent Sector, which is a nonprofit, nonpartisan coalition of more than 700 national organizations, foundations and corporate philanthropy programs.
3. Coordinate incentives, recognition, and rewards for all city volunteers (citizens and employees)
4. Coordinate efforts with departmental volunteer coordinators to share information, develop job descriptions, and assign volunteers

C. SPECIAL MAYORAL INITIATIVES

1. Coordinate special initiatives or projects that address specific needs based on mayoral, departmental, or community recommendations
2. Coordinate special events and/or volunteer efforts to meet timely community needs

:5 FORMS:

M.E.R.I.T.S. Employee Volunteer Program Time Sheet

M.E.R.I.T.S. Employee Computer Loan Time Sheet

:6 COMMITTEE RESPONSIBILITIES:

M.E.R.I.T.S. Employee Volunteer Committee, which consists of representatives from

most City departments, offices, and bureaus, and is lead by the Volunteer Program Coordinator, will review and approve requests for employee volunteer support and solicitation of pledges for fundraising events, food, toys, and supplies based on established criteria and application process. Once requests are approved, the committee will coordinate yearly team activities to be made available to City employees. Approved activities will include participation in scheduled events, as well as solicitation of pledges for fundraising events and goods for food, toy, and supply drives for various 501 (c) 3 not-for-profit organizations, pursuant to P & P 141.2.

:7 REFERENCE:

This procedure adopted by City Council April 14, 2003.

:8 EFFECTIVE DATE:

This procedure effective April 14, 2003.