



## **Paid Community Service Policy**

Full-time, year-round OR 10-11 month employees may elect to participate in our Paid Community Service Policy and receive up to 24 hours (Three 8-hour days) of paid time for doing community service with non-profit 501(c)(3) programs.

- Time must be approved in advanced by completing a Paid Community Service form that has been signed off on by a Manager/Supervisor
  - The form should be turned into Employee Experience during the pay period used for documentation
  - Timekeeper should use pay code “RGH” and include a note that the time is Paid Community Service on the timecard
- Max of three 8-hour days per fiscal year; employee must coordinate with department for scheduling and covering their shift
- Time off must work with business needs (i.e. not during peak business times)
- Paid Community Service time does not count towards overtime calculations
- This program is subject to change at any time

**If you are interested, please contact Employee Experience to receive and complete the required form. (970) 968-2318 ext. 10136 or [hr@coppercolorado.com](mailto:hr@coppercolorado.com)**