



Community Service Hours: Request Form

Part 1: Instructions: In order to be considered for the Community Service Hours, this document is to be filled out within five business days prior to the event in which the City employee wishes to volunteer. The employee must have this form signed by his/her direct supervisor.

By completing this form, employees acknowledge that this Community Service is on a strictly volunteer basis, performed on employee's own time, is not considered time worked and shall not result in overtime or eligibility for other City benefits.

CHRIS #:	Department:
Employee Name:	Employee's Supervisor Name:
Employee Signature:	Employee's Supervisor Signature :
Total Hours to Volunteer:	Event Name:
This volunteer time will be during my regular work day:	Yes: <input type="checkbox"/> I have been approved for vacation, flex or comp. No: <input type="checkbox"/> I will be volunteering outside of my work day
Date Form Submitted:	Event Date (s):
Date Received By Supervisor:	Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>

Part 2: Validation: This portion is to be filled out by Volunteer Organization Staff **AFTER** the employee completes the volunteer time. This is to verify City employee hours volunteered. No time will be granted to an employee if this section is incomplete. In order for the City employee to be eligible for the Community Service Hours, the below section must be validated and completed by the Event Representative. Completion of the section below validates that the City Employee has completed the number of hours of volunteer time requested.

Employee Printed Name:	
Date Signed By Event Representative:	
Event Date (s):	
Total Event Hours Volunteered: (travel and training time not included)	
Event Representative Printed Name:	
Event Representative Signature:	
Event Representative Contact Information:	Email: _____ Phone: _____

Community Service Hours: Explanation

The City has developed this Volunteer policy to increase volunteerism of City employees. This policy is meant to be used for large scale and high profile events that take place in and around Cincinnati that require a large number of volunteers. This 2 for 1 match (1 hour flex time per two hours volunteered) is to increase the likelihood of an employee to utilize their own time for the good of the City as well as an effort to give back to the City through volunteer work when there is a great need. The City Administration wants to provide extra incentive to increase volunteerism among the City organization.

Community Service Hours: Request Form

Part 1: Instructions:

- Employees must have their direct Supervisor's approval and signature on the Community Service Hours form.
- Employees must use vacation-compensatory-flex-time or any combination of, to volunteer for this event, if they are volunteering during their regular work hours. **All volunteer work covered by this policy will be on a strictly volunteer basis, on the employee's own time, and shall not be directly related to the employee's regular job duties. (Note: employees who are required in the course of their employment to perform duties in connection with outside events shall be deemed to be on City time and not a volunteer).**
- Employees must keep a signed copy for themselves for completion of the **Validation** section on page 1, by the Event Coordinator.
- Completion of this form does not automatically guarantee fulfillment of the match.
- The volunteer time match is not to exceed 12 hours in a payroll year (24 hours of volunteer time) and will expire 12 months after date of being earned
- This match will be awarded as flex-time, and has no cash value under any circumstances.
- Supervisors must sign and return to employee within one week of receiving the **Request for Community Service Hours** form or notify the employee if the time is not approved.
- Supervisors are not required to sign-off on the form if the service time is for off duty hours, UNLESS the employee works in an on-call or Mandatory Overtime environment.
- Travel & training time is **NOT** included in the volunteer match hours.
- After department payroll clerk enters the information into the CHRIS system, the City Employee Community Service Hours form must be scanned and emailed to City HR at: HumanResourcesCustomerInput@cincinnati-oh.gov

Part 2: Validation: Employees must bring the **Request for Community Service Hours** form to the volunteer event in order to have Part 2 completed and signed by the event's designee. The City employee must return this completed form to the supervisor within 5 business days following completion of the volunteer time. The supervisor then signs the form to confirm completion and submits to the department's Payroll Clerk for processing. To receive this match, it is necessary to complete the **Validation** section even if you are volunteering after your regular work day.

Part 3: Usage: City of Cincinnati employees must use the Community Service hours within 12 months of completing the volunteer time. If they separate from The City of Cincinnati by any means this time cannot be taken as time off does not have any cash value, similar to flex-time. This volunteer earned time cannot exceed 12 hours for any one payroll year; the time will expire 12 months from the date it was earned.

Part 4: Event Requirements: This volunteer match is only valid for City of Cincinnati sponsored events that have been deemed high visibility and necessary by the City Manager and when at least 3 of the following 5 characteristics are present:

1. Cincinnati is the host city/sponsor
2. It is an international/national event
3. The event takes place over more than two days
4. Over one hundred volunteers are needed to execute the event appropriately
5. There are over 500 event participants