

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	TASC Cares Volunteer Programs, Paid Volunteer Time, and Dollars for Doers
Purpose:	To encourage TASC employees to volunteer for local nonprofit organizations in order to make positive changes and impact the communities in which we work and live, TASC offers programs to incent employees to volunteer during and after core business hours. Programs are reviewed annually and subject to change.

Details:

1. **Employee Eligibility:** All regular, full-time and part-time employees

2. **Eligible Organizations:** Nonprofit organizations and institutions that hold a tax-exempt status under Section 501(c) (3) of the Internal Revenue Code
 - a. Some exclusions may apply.
 - b. Contact the giving program administrator with questions related to approved agencies.
 - c. Standard volunteerism focuses on organizations assisting with:
 - i. Arts and culture
 - ii. Community and neighborhood development
 - iii. Human/social services
 - iv. Health and disability
 - v. The environment
 - vi. Public education
 1. Approved activities include fundraising, tutoring, assistant teaching, and coaching

3. **Ineligible Organizations**
 - a. Any religious and political affiliations
 - b. Private foundations or organizations that promote a hobby
 - c. Membership-based organizations (fraternities, sororities, or social clubs)
 - d. Organizations having discriminatory practices or whose philosophy/mission may conflict with TASC's company policy or could cause negative publicity or that do not serve the community at large.

4. Paid Volunteer Time Guidelines

- a. Paid time available to volunteer at a nonprofit agency during core business hours is based on the employee's standard scheduled work hours.
- b. Employees may volunteer individually or as a group.
- c. Approval for volunteer time is at the discretion of the department supervisor and:
 - i. May be based on department staffing needs for the requested time period, and/or
 - ii. employee standing (i.e., currently on a Performance Improvement Plan or a recent Notice of Disciplinary Action)
- d. Hours are awarded based on the fiscal year (October – September) and refreshed on October 1 annually
- e. Hours are awarded based on employment classification:
 - i. Regular, Full-time 40: 40 hours annually
 - ii. Regular, Full-time 30: 30 hours annually
 - iii. Regular, Part-time: 20 hours annually
- f. Hours are available on a "use or lose" basis (use by September 30 annually)
- g. Unused volunteer hours are not paid upon separation from TASC.
- h. Unused volunteer hours may not be rolled into the next fiscal year.
- i. Travel to/from volunteering is not included paid volunteer time.

5. Dollars for Doers Program

- a. Employee volunteering during non-business hours (outside of standard schedule).
- b. Employees are awarded \$5 per hour into their TASC GiveBack account for all volunteer hours worked during non-business hours to be later donated to the charity/charities of their choice.
- c. The maximum donation an employee may be awarded is \$250 per fiscal year (October – September).
- d. All employees must complete a request form, as Dollars for Doers is available when volunteering during non-business hours
- e. Should an employee separate from TASC prior to the deposit date, no deposit will be made to the employee's giving account.
- f. Separated employees may continue their access to the TASC GiveBack account, although it would be at a rate of \$1 per month.

6. Blood Drives through American Red Cross

- a. TASC sponsors quarterly blood drives held at the corporate office for employees, their friends and family and local businesses to participate in.
- b. The employee's time spent in the process of donating time is considered "volunteer time."
- c. The donation provided to the Red Cross itself is considered an "in-kind" donation on behalf of TASC.