



## Community Service/Volunteer (“CSV”) Policy

The Hoffman Auto Group is committed to making the communities we serve a better place because of our presence. Hoffman encourages and supports employee community service/volunteer participation in projects, programs, and organizations which contribute to the health and vitality of the communities where our employees live and work.

To encourage employee volunteerism, the Hoffman Auto Group provides eligible employees up to eight (8.0) hours of paid time off per calendar year to connect with their communities. Time off may be taken in increments of no less than four hours and is subject to supervisor approval and the guidelines that follow.

### How to Use the Volunteer Day

1. Ensure you are eligible for this program.
2. Choose an activity with a qualifying organization (see sample list for suggestions).
3. Talk with your supervisor to request your time off.
4. Report your time as a “CSV Day” in the time reporting system.
  - o You must type the words “Volunteer Time” in the Comment section of your Floating Holiday request before finalizing your submission.
  - ✓ *Supervisor Note:* Please deny the request if the employee doesn’t indicate the type of day they are taking in the comment section (i.e. birthday or volunteer).
5. Participate in your volunteer work and have organization leader sign and date form verifying time served.
6. Confirmation of Volunteer Time form must be submitted to Kathy Halpner or Elizabeth Thomas after completion of the activity. Form must be submitted within two (2) days of volunteer service. Employees will be paid forward for any approved volunteer time, however if proper paperwork is not submitted within two days of approved service date payroll will be adjusted in the following pay period.

### Requesting Volunteer Time Off

Requests for community service/volunteer hours must be submitted and approved in advance and typically must be requested at least 10 days prior to the time off (exceptions may be made for emergency situations such as a natural disaster). Approval is contingent upon business needs and workload. A request for CSV time-off may be denied if the activity conflicts with peak work schedules or work-related responsibilities, creates a need for overtime, causes conflicts with other employees’ schedules, or does not meet the guidelines within this policy. Volunteer hours will not carry over and are not paid out when an employee separates employment. Similarly, as with other nonworking paid time (e.g. PTO or holidays), volunteer time will not count as hours worked for calculation of overtime.

### Eligible Employees

- Be an active employee regularly scheduled to work on a full-time basis.
  - o *Employees on leave, temporary employees or part-time employees are not eligible for purposes of this policy.*
- Have six (6) or more months of employment with Hoffman Auto Group prior to the request for time-off.
- Be an employee of “good standing” meaning that the employee is not currently subject to any performance or disciplinary action at the time of the request for CSV time-off.

## **Organizations and Activities That Qualify for Volunteer Time**

Qualifying time-off must generally be:

1. Existing community partner of Hoffman Auto Group
2. A 501 (c) (3) nonprofit

In addition, where the organization is not a traditional 501(c) (3) entity, the entity or activity may nonetheless fit the spirit and intent of the policy. Examples include:

- Nonprofit civic agencies such as a nonprofit fire department or community library
- Public or private schools
- Municipal entities and/or community related activities
- Charitable programs coordinated through religious organizations, such as free meals programs, food pantry; emergency housing assistance, disaster relief efforts, or activities that support the local community.
- In unique circumstances (i.e. local catastrophic events such as flooding fires, tornados, etc.) supervisors may approve the time off for the purpose of assisting the community in local clean-up and/or recovery and rebuilding efforts.

## **Organizations and Activities That Do Not Qualify for Time Off:**

Organizations and activities that are excluded from the coverage under this policy include:

- Volunteer activities that occur outside of the employees scheduled work hours. Paid time-off means the employee will not be financially penalized for work hours that were dedicated to an approved volunteer activity. It does not allow an employee to be paid for volunteer hours that are outside of or in addition to their regularly scheduled work hours.
- Fraternal or professional associations; social or recreational clubs.
- Organizations or activities whose primary purpose is to influence political campaigns or with a political agenda (e.g. candidate campaigns or lobbying).
- Faith-based religious gatherings.
- Activities that represent a conflict of interest for Hoffman Auto Group or that are inconsistent with the Hoffman Auto Group's Equal Employment Opportunity Policy.
- Activities in which the employee receives any monetary compensation or gift of significant value for his/her service (gifts such as T-shirts, cups/mugs, etc. will not be considered "compensation" under this policy).
- Court required community service.
- Events where the employee is merely serving as an "attendee." The employee must serve in a volunteer capacity to be eligible for volunteer time-off.