



University of Maryland Eastern Shore Agreement to Participate in Volunteer Services

This agreement to participate in volunteer services must be completed and provided to the participating employee's supervisor in advance of the volunteer service.

Objective

University of Maryland Eastern Shore and the University System of Maryland (USM) seek to encourage USM employees to offer their time and talents to benefit our citizens through community service.

Service Leave

- A. A University of Maryland Eastern Shore employee may receive up to four hours of paid administrative leave to perform qualifying volunteer service during normal working hours.
- B. The leave must be pre-approved by the employee's supervisor and scheduled at a time when it will not impair essential functions of the employee's unit or department.
- C. The period in which service leave may be taken will end on December 25, 2015.

Eligibility

All regular faculty, exempt, non-exempt staff and contingent II are eligible, university police officers are considered essential employees and are exempt from using service leave.

Qualifying Volunteer Service

- A. The volunteer service must be performed in conjunction with an organization that has a valid 501 (c)(3) designation from the Internal Revenue Service. The activity performed must be non-partisan and non-profit.
- B. The volunteer service must not attempt to promote religious beliefs or influence legislation, governmental policy, or elections to public office.
- C. A participating employee may not receive any direct compensation or benefits for the service.
- D. Time spent commuting to and from the volunteer site or time the employee volunteers after regularly scheduled work hours is not considered qualifying volunteer service.

In addition, below are links to volunteer opportunities in the State of Maryland;

- Maryland Volunteer Centers (<http://gosv.maryland.gov/pdfs/VolunteerCenters.pdf>)
- Maryland Charities Database (<http://www.sos.state.md.us/Charity/SearchCharity.aspx>)

Acknowledgement

I acknowledge that I have carefully read and fully understand this Agreement and acknowledge I have knowingly and voluntarily entered into this Agreement by signing below. I also acknowledge that my decision to volunteer is entirely voluntary, with no coercion by my employer, no promise of advancement, and no penalty for not volunteering.

Employee Name: _____ Institution Name: UMES

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Verification of Volunteer Service

Complete the below portion of this Agreement after your service and return to your supervisor for additional signature and recordkeeping.

TO BE COMPLETED BY AN AUTHORIZED SUPERVISOR ASSOCIATED WITH THE CHARITABLE ORGANIZATION: This is to certify that the above named employee participated in the following volunteer service:

Organization Name: _____

Organization Address: _____

Organization Contact: _____ **Phone#:** _____

Date of Service: _____ **Hours of Service:** _____

Description of the service provided by the volunteer: _____

I certify that the volunteer service has been performed in conjunction with an organization that has a valid 501(c)(3) designation from the Internal Revenue Service. The activity performed was not partisan or for-profit and did not promote religious beliefs or influence legislation, governmental policy, or election to public office. I further certify that the participating employee did not receive any direct compensation or benefits for the service.

Program Supervisor Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Employee's Supervisor Signature: _____ **Date:** _____

PLEASE FORWARD ORIGINAL FORM TO THE DEPARTMENT OF HUMAN RESOURCES ONCE ALL SIGNATURES ARE OBTAINED.