

43.51	Service Learning	POLICY
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1.0 PURPOSE

- 1.1 This policy outlines the management and administration of service learning days, and provides overall guidance and direction to eligible employees engaged in volunteerism through service learning.

2.0 SCOPE

- 2.1 This policy applies to Management Confidential and Operational Support employees with probationary, continuing or term status.

3.0 DEFINITIONS

- 3.1 **Service learning**
Within the context of employment, service learning is the practice of volunteering time or talents, by individuals or teams, for charitable, educational or other worthwhile activities that benefit a community or its institutions.
- 3.2 **Volunteer**
A volunteer is anyone who, without compensation or expectation of compensation, contributes time, talent or services to a charitable cause or organization in the community.

4.0 POLICY

- 4.1 NSCC is dedicated to building and sustaining strong connections with our communities. In keeping with this is the commitment to service learning by supporting and encouraging employees in community service and volunteer work.
- 4.2 Management Confidential employees are entitled to three (3) paid days off, and Operational Support employees are entitled to four (4) paid days off, per fiscal year (April 1 through March 31) for the purpose of engaging in community service/volunteer work, without having to use earned vacation days to perform this service.
- 4.3 There are a number of ways that employees can volunteer including:
 - a. **Working with schoolchildren:** chaperoning children on school trips or events, taking part in reading programs or tutoring.
 - b. **Working with senior citizens:** visiting residents of a retirement centre, delivering meals, driving them to appointments.
 - c. **Improving the environment:** planting trees, helping set up a community garden, cleaning up community green spaces or walking trails.

Executive Policy Sponsor: Vice President, Organizational Development	Policy Steward: Director, Human Resources	Approved: Executive Council APRIL 2016	Effective Date: APRIL 2016	Next Review: JUNE 2017
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- d. **Helping low-income people:** working in a food kitchen, helping to pass out clothes to people in need, helping out at a homeless shelter.
- e. **Assisting community/charitable organizations:** working with Habitat for Humanity, volunteering at a hospital, painting a community centre or fund raising for charitable organizations.
- f. **Working with animals:** helping out at an animal shelter or refuge.

4.4 Approval

To ensure operational requirements are met, employees must request, and receive, prior approval from their manager to take service learning time off:

- a. Employees should make the request for service learning leave with as much advance notice as possible;
- b. Managers may require that a service learning leave be taken a time other than the one requested based on operational needs, and/or may require acceptable proof that any leave taken is within the purpose of this policy.
- c. While NSCC service learning days are granted as paid time away from work, volunteering on days that are not regular working days shall not be compensated as time in lieu as recognition of such contributions.
- d. A service learning day will not be approved for activities such as:
 - i. participating in an activity for personal gain (i.e. picking blueberries),
 - ii. volunteering at a “for profit” organization,
 - iii. volunteering outside scheduled hours on a working day (i.e. for volunteer hours in an evening after working during the day), or
 - iv. receiving payment for the “volunteer” service rendered.

4.5 No Carryover

Service learning days must be used in the year in which they are allocated and cannot be carried forward to the next fiscal year.

4.6 No Payout

There shall be no pay-out of unused service learning days. Service learning days are not paid out when an employee leaves NSCC.

4.7 Reporting

A Service Learning Leave Request form must be completed in full and, once approved, reported on, and attached to, the biweekly absence report.

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HUMAN RESOURCES Policies and Procedures

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5.0 POLICY SUPPORTS

Related Policies

- 46.21 Employee Leaves Policy
- 45.21 Management Confidential Employment Guidelines
- Operational Support Collective Agreement

Forms

- Service Learning Leave Request form

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