

POLICY HR68

Subject: I CARE IN ACTION PROGRAM **Effective Date:** AUGUST 2012
Applies to: ALL METHODIST ENTITIES **Date Revised/Reviewed:** JULY 2012
Originating Area: HUMAN RESOURCES **Target Review Date:** AUGUST 2015

I. POLICY STATEMENT

- A. Methodist encourages its employees to volunteer their time and provide their expertise and passion to assist designated external non-profit organizations with missions, visions, and values that align closely with Methodist's in support of the communities we serve.
- B. Methodist grants eligible employees some paid time to volunteer at approved community organizations because community service is viewed as a demonstration of our I CARE values.
- C. Employees who volunteer their time to approved organizations will also have opportunities to be recognized at the department level, hospital and system level for support of the I CARE in Action Program.

II. ELIGIBILITY

Full-time and part-time employees (0.5 FTE or greater) are eligible for some paid time to volunteer as outlined in the guidelines below. The paid time provisions of this program exclude Temporary, PRN, Contract, and Flex Team employees as well as Residents, Faculty and Executives.

III. GUIDELINES

- A. Paid time under this program will be referred to as CARES and will be submitted as CARES in LaborWorkx.
- B. Paid time for volunteering will be limited each calendar year to a maximum of 8 hours for eligible regular full-time employees and a maximum of 4 hours for eligible regular part-time employees.
- C. CARES will be paid at base rate plus applicable shift differential (for those employees who normally receive shift differential during their regular work hours and regular scheduled shift).
- D. CARES will be considered non-productive time and will not count toward worked time for overtime calculation purposes.
- E. Employees may only request paid hours up to the maximum annual allowable limit for CARES if they volunteer at a Methodist approved community service organization. See Attachment A.

- F. Non-exempt employees can use CARES during or outside of normal scheduled work hours. However, CARES hours used during normal scheduled work hours must be approved in advance by the employee's supervisor and must not create an operational issue. Non-exempt employees who use approved CARES hours during normal working hours are released from work during that time and are not required to be at the workplace. CARES hours will be treated as non-productive time and will not count towards overtime. CARES can be paid in a week above and beyond normal scheduled hours to a non-exempt employee. For example, if you normally work Monday-Friday and spend 8 hours on a Saturday volunteering for one of the approved volunteer organizations, you may request paid CARES time; however, the hours will be considered non-productive time and will not count towards overtime.
- G. Exempt employees can only use CARES to volunteer during their regular work schedule as they cannot be paid more than their normal scheduled hours in any given week. For example, an exempt full-time employee who normally works Monday-Friday and volunteers on Saturday will not be able to be paid 40 regular hours and 8 hours of CARES in the same week. CARES will be paid at 4 hour or 8 hour increments for exempt employees.
- H. Employees who provide volunteer services in the workplace during working hours or volunteer at a Methodist Sponsored Event or provide volunteer services directly to Methodist in accordance with HR Policy 44 cannot use CARES as this program is specifically for volunteer time outside the workplace at non-Methodist organizations and/or for non-Methodist related business.
- I. If the annual maximum CARES is not utilized in a calendar year, it cannot be carried over/banked to future calendar years and is non-transferable to other employees. Unused CARES will not be paid out upon the termination of employment for any reason.
- J. Methodist encourages employees to volunteer beyond the CARES paid time because community service is a part of our I CARE values and is aligned with our mission, vision, and values. Additional volunteer time may be tracked for recognition programs but should not be submitted to LaborWorkx. Any request for time off work to perform volunteer services pursuant to this policy during work hours, above and beyond CARES paid time will be treated as any other request for Paid Time Off (PTO).

IV. EMPLOYEE RESPONSIBILITIES

- A. Volunteer at one of the approved community organizations. See Attachment A. This is a purely voluntary program and participation is not required. Your decision to participate or not to participate in the program will not affect your employment. For more information please visit the website and register.
- B. Present the I CARE in Action Volunteer form to the community organization's volunteer coordinator or designee for approval on the day of volunteering in order to request CARES. See Attachment B.
- C. Present the signed I CARE in Action Volunteer form to supervisor before the end of the pay period in which the volunteer hours occurred for hours to be coded according to the I CARE in Action Policy. Indicate the date and hours volunteered so that maximum allowable CARES can be submitted in LaborWorkx for payout.

D. There are a number of federal and state laws which may protect volunteer health professionals from liability for actions performed by them while they are volunteering. If you choose to volunteer and have questions about potential liability for services performed as a volunteer, please seek specific guidance from the charitable organization to determine if you may be covered by these laws and if it provides any legal or liability protection to its volunteers.

V. MANAGEMENT RESPONSIBILITIES

- A. Supporting the I CARE in Action Program by approving requests for time for employees who want to participate in the program when they are submitted in a timely fashion, provided that the requested time to volunteer will not significantly impact patient care/core business operations. In those situations, working with employees to identify another date/time that will be acceptable so they can volunteer.
- B. Ensuring that CARES is only submitted for volunteering at approved organizations (see Attachment A) by reviewing a fully completed and signed I CARE in Action Volunteer form (see Attachment B) provided by the requesting employee.
- C. Ensuring that employees are paid correctly by submitting a LaborWorkx Calendar transaction coded "CARES" during the pay period in which the volunteer hours occurred accordance with Policy HR 68.
- D. Participating in hospital and system I CARE in Action recognition events and creating recognition opportunities at the department level to encourage and reward employees who support the program.
- E. Role modeling support for the program by personally participating in I CARE in Action volunteer opportunities, including those who are exempt from receiving CARES time under the I CARE in Action Program.

VI. NAME AND TITLE OF APPROVING EXECUTIVE:

Original Signed on File
 Lauren P. Rykert
 Senior Vice President
 Human Resources

 Date

Original Signed on File
 Marc L. Boom, M.D.
 President and Chief Executive Officer
 The Methodist Hospital System

 Date

Revision	Date	Changed by	Revision Summary
0	JULY 2012		Reviewed by HR Director Policy Committee