

## RESOLUTION 20-133

### A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING PAID LEAVE FOR CITY EMPLOYEES ENGAGED IN VOLUNTEER COMMUNITY SERVICE.

**BE IT RESOLVED** that the City Council hereby establishes a Volunteer Service Leave Policy, which shall be effective January 1, 2021.

1. Purpose and Intent. The City is committed to serving the community by offering full-time employees paid leave for volunteering in our community ("Volunteer Time Off" or "VTO"). The purpose of the City's volunteer service policy is to support volunteer activities that enhance and serve the communities in which we live and work. The intention of this program is to create community engagement opportunities for City employees that are meaningful, purposeful and help those in need. At the same time, the City recognizes that participating in these activities will also enrich and inspire the lives of our employees.
2. Policy. The City will allow permanent full time employees up to 24 hours of paid leave each calendar year, and permanent part time employees up to 12 hours each calendar year, to participate in volunteer service to Bay District Schools or other political subdivisions, or 501(c)(3) organizations (i.e., nursing homes, boy scout/girl scout activities, parks, healthcare, arts, food pantries or other community-oriented activities). Employees will be paid at their normal pay rate for the volunteer hours. VTO cannot be accrued or carried over into the following year.
3. Eligibility.
  - a. All permanent employees are eligible to participate in this program after 90 days from date of hire. VTO must be requested at least 7 days prior to the requested time off and approved by the employee's Supervisor. The City may request documentation confirming the organization being served, and the time and work being volunteered. City work demands shall take priority over the VTO, and VTO may be denied for this reason.
  - b. Employees shall not be eligible to participate in the Volunteer Service program if the employee is on a Performance Improvement Plan (PIP), the employee misuses the Volunteer

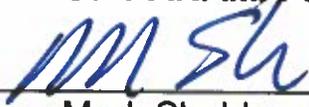
Service Leave, or the Volunteer Service Leave Policy is discontinued or suspended by Resolution of the City Council.

The appropriate officers of the City are hereby authorized and directed to codify the policy set forth herein in the City's Personnel Policies.

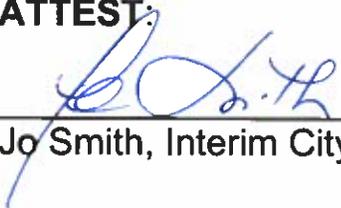
**THIS RESOLUTION** shall be effective immediately upon its passage.

**PASSED** in regular session this 9<sup>th</sup> day of July, 2020.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Jo Smith, Interim City Clerk