

318. Paid Volunteer Leave

Giving back to the community is important to establish and maintain relationships with the citizens of the City of Tulsa and to promote the continued prosperity of the City we serve. The use of Paid Volunteer Leave for any program described within this section is subject to Mayoral approval and the conditions outlined for each program.

- .1 The Mayor and City Council affirm that public education is a public, municipal purpose for the City of Tulsa. Therefore, the Mayor has issued Executive Order No. 2017-02 which creates the City of Tulsa Reading Partner Tutoring Initiative. The purpose of the Initiative is to encourage City employees to volunteer as reading tutors. The use of Paid Volunteer Leave for this Initiative will be governed by the following:
 - .11 Volunteers will serve as a reading tutor for first through third grade students in select Tulsa Public Schools approved by the Mayor.
 - .12 Paid Volunteer Leave is available to full-time, non- probationary employees who participate in the Reading Partners Initiative. Employees must initially gain the approval of their Department Head prior to participation by submitting a Paid Volunteer Leave Request form to their immediate supervisor. Approval of participation may be revoked at any time by the Department Head. An employee that moves to another position and/or department is not guaranteed continued approval and must submit a new request.
 - .13 Departments are encouraged to permit employees to participate in the Initiative whenever operationally feasible. Department Heads should ensure City operations are not adversely impacted, and City services are not disrupted due to employees' participation in the Initiative.
 - .14 Employees in positions funded, wholly or partially, by grants to the City may participate in the Initiative on grant funded time only if the grant agency has approved such participation.
 - .15 Employee volunteers may be granted up to two (2) hours of leave per week. This time is to be used for serving as a tutor and travel directly to and from the TPS site. Employees may use City vehicles and equipment during their Paid Volunteer Leave for the Initiative with the approval of their Department Head and/or their designee.
 - .16 Paid Volunteer Leave will not count toward hours worked for purposes of calculating overtime for non-exempt employees unless it is determined by Human Resources that such payment is required under the Fair Labor Standards Act. All Paid Volunteer Leave should occur during the normal work hours of the employee volunteer. All employees, exempt and non- exempt, that utilize

Paid Volunteer Leave will request such leave through the City's official time and attendance system prior to the use of such leave.

- .2 Paid Volunteer Leave may also be used for other specific events or volunteer opportunities approved by the Mayor for City Employees. Participation by employees is subject to approval by the employee's department head in advance and should follow the procedures provided in this policy.