



**uniting
church**
in Australia,
Synod of NSW & ACT

Employee Volunteering Guidelines

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1. Introduction

The Employee Volunteer Program (EVP) is a benefit available to all permanent employees of Uniting Resources, including the Secretariat and Uniting Financial Services, and Uniting Mission and Education. Participation is voluntary and Employees are paid their normal remuneration for the period/s of volunteering leave. Whilst participating in the EVP, our code of conduct and other related policies in regards to behaviour apply at all times.

2. Definitions

Employee:	A person employed by Uniting Resources, which includes employees located in the Secretariat and Uniting Financial Services; or Uniting Mission and Education.
Unpaid assistance:	An employee undertaking workplace volunteering will not be paid by the approved organisation, however they will be paid their normal remuneration from their employer.
Workplace volunteering:	<p>Volunteer work is work that falls within the guidelines for suitable volunteering, and meets the following criteria:</p> <ul style="list-style-type: none">• The work is commonly undertaken during normal business hours;• The maximum allowable is up to two working days per calendar year;• The activity is not considered high-risk;• The organisation offering the position is a Synod-approved organisation; and• The position is not replacing paid workers.
Approved Organisation:	Synod-approved organisations which are Uniting Church entities or events.
High-risk activity:	High-risk activities are those likely to result in physical harm or injury, as determined by the Synod's Risk, Safety & Compliance Team.

3. Approved Organisations

Employees can volunteer their time and expertise, either as an individual or as a group, to a range of Synod-approved Uniting Church organisations or events including but not limited to the following:

- Presbyteries, and Congregations that are not your normal place of worship;
- The Margaret Jurd School;
- Uniting Aboriginal and Islander Christian Congress (UAICC);
- UnitingWorld or Frontier Services (National Assembly);
- Wesley Mission;
- Parish Missions such as The Wayside Chapel; The Exodus Foundation; or Parramatta Mission;
- Medically Supervised Injecting Centre (MSIC)
- Any other approved not-for-profit organisation or event of the Synod.

4. Suitable Workplace Volunteer Activities

Working in collaboration with Synod-approved organisations, the objective of Volunteering Leave to assist employees in participating in volunteering projects that are meaningful and productive for both parties. Employees are encouraged to volunteer with approved organisations by:

- Registering to participate in a Synod organised event; or
- Undertaking individual volunteering projects with one of the approved organisations by directly contacting the applicable organisation.

Employees interested in volunteer opportunities can submit their volunteer activity request by completing the Employee Volunteer Activity Request Form.

5. Volunteer Leave Benefit

All full time permanent employees can take up to 2 days volunteering leave per calendar year. This allowance is pro-rated for part time employees. Temporary employees, at the discretion of their manager after consultation with HR, may be able to participate.

To engage in workplace volunteering activities that satisfy the criteria in these guidelines, the leave must be taken as either half days or full days (either consecutively or separately). Volunteer leave is non-cumulative and there is no payment of any untaken volunteer leave on retirement or termination.

6. How to Apply for Volunteer Leave

Volunteer leave is recorded and managed in the same way as other types of leave. Employees must apply for volunteer leave in advance by completing a leave form identifying the leave as volunteer leave and attaching the Employee Volunteer Activity Request Form. These forms must then be given to your manager for review and approval.

The period/s of volunteer leave must be agreed in consultation with your manager to meet operational requirements.

7. Health and Safety

Uniting Resources will take all reasonably practical steps to ensure the provision of safe systems and places of work for all employees engaged in approved volunteer activities. Employees are covered under the Uniting Resources Worker's Compensation policy while they are engaged in an approved volunteer activity and are representing Uniting Resources.

If you suffer an injury or accident whilst volunteering, the incident is to be treated in the same way as if it occurred in your normal work environment. Your manager must be notified and an Incident / Injury Report Form completed as soon as possible. These can be found in the common kitchen areas or from the Uniting Resources Risk, Safety and Security Manager.

Any further queries should be directed to your Manager and the UR Risk Manager.

8. Volunteer Program Review

The Human Resources team, in conjunction with the Executive Group, will review the volunteer program on a regular basis. Feedback will be sought from participants and beneficiaries of the volunteering program to assess its impact and success. Please speak with your Manager or HR to pass on any feedback.

9. Frequently asked Questions

Q. Who is eligible to participate?

All permanent employees who work 3 days or more per week are eligible to participate.

Q. Am I able to use my volunteering leave for a non-UCA cause?

No. To help our people connect with our purpose, volunteering leave must be used to assist a Uniting Church Organisation.

Q. Can I organise to volunteer with my colleagues?

If groups would like to volunteer together, the approval rests with the managers of the employees, who will take into consideration operational requirements.

Q. Can I do half and single days?

Yes. If your manager feels that this is suitable to operational requirements, volunteering leave can be taken as half and single days.

Q. Can I use it in conjunction with other forms of leave?

Yes. If your manager feels that this is suitable to operational requirements.

Q. Can I use immediately before or after a public holiday?

Yes. If your manager feels that this is suitable to operational requirements.

Q. Can I use it whilst I am on parental leave?

No. Whilst on Parental leave, employees are not eligible for Volunteering leave.