

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Kym Vieira 1/12/09, 3/26/10	Page: 1 of 1	Number: 1.11
	Reviewed by/Reviewed Date: CSA Exec Team 1/12/09, 4/5/10	Replaces:	Category: Employee Conduct/Expectations
Title: <b>Participation for CSA Committees and Activities</b>		Approved: 4/5/10	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

CSA management recognizes and values time spent working on committees and projects that improve the work environment and provide volunteer services to the community.

**Definition**

The following guidelines will help guide supervisors and managers in the consistency of approval of what events and how much time individual employees can assist on voluntary activities. The amount of time spent away from job duties must always have supervisory approval, and can be adjusted for agency need.

**Procedure**

- A. Committees authorized or chartered by the CSA Executive Committee may request work time for members to participate in meetings or other activities. Most of these requests will use volunteers and will be time limited. The following is an example of approved committees:
  - a. Morale Committee
  - b. National Association of Social Workers
  - c. Winterfest
  - d. National Eligibility Workers
  - e. United Way Leaders
  - f. Cultural Heritage Workgroup
  
- B. Officers and Board members of authorized or chartered committees will be allowed up to 2 hours per month for meetings and activities. This time cannot be banked from month to month.
  
- C. Other members will be allowed up to one hour per month to participate in committee activities.
  
- D. Use of County vehicles will be allowable for authorized out of town activities, following appropriate travel procedures.
  
- E. Staff participation in activities such as United Way, Heart Walk, Relay for Life, etc. will be on their own time. Authorization of work time will be allowed for individuals CSA assigns to coordinate these events.