

## Employee Volunteerism

### **THIS POLICY**

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### **POLICY:**

Employees of Wesley Woods Senior Living, Inc., may choose to volunteer their time separate from their jobs at Wesley Woods Senior Living, Inc. Wage and Hour regulations stipulates that employees may volunteer only when volunteering does not involve the same type of work that they normally perform in their job. A volunteer is an individual performing services for a non-profit organization or a governmental entity who does not receive "compensation".

### **GUIDELINES:**

1. A Volunteer Services application must be completed and signed by the Facility Administrator and the Volunteer Services representative for the facility.
2. The employee volunteer will receive a written description of the volunteer job.
3. The employee volunteer will receive a brief orientation including any relevant health care and site information necessary.
4. The employee volunteer must wear the volunteer uniform and badge while on volunteer assignments unless otherwise specified by the assignment.
5. The Volunteer Services facility representative will notify a department supervisor prior to the start date of the employee/volunteer's assignment.

### **Examples of Volunteer Opportunities:**

Friendly Visiting, Pet Therapy, Recreational Therapy, Oral History Recording, Special Events, Office Assistance

The Department of Human Resources may also coordinate "special volunteer projects" for interested Wesley Woods employees outside Wesley Woods.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources